SW AP315A

Online Expense Processing

Instructor Led Training

Rev 11/14/2019

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Understand travel and expense concepts
- Create, submit, update, and view expense transactions in Cardinal

Agenda

1. Processing Employee Expenses Overview
2. Travel Authorizations
3. Cash Advances
4. Expense Reports

Lesson 1: Introduction

1 Processing Employee Expenses Overview

This lesson covers the following topics:

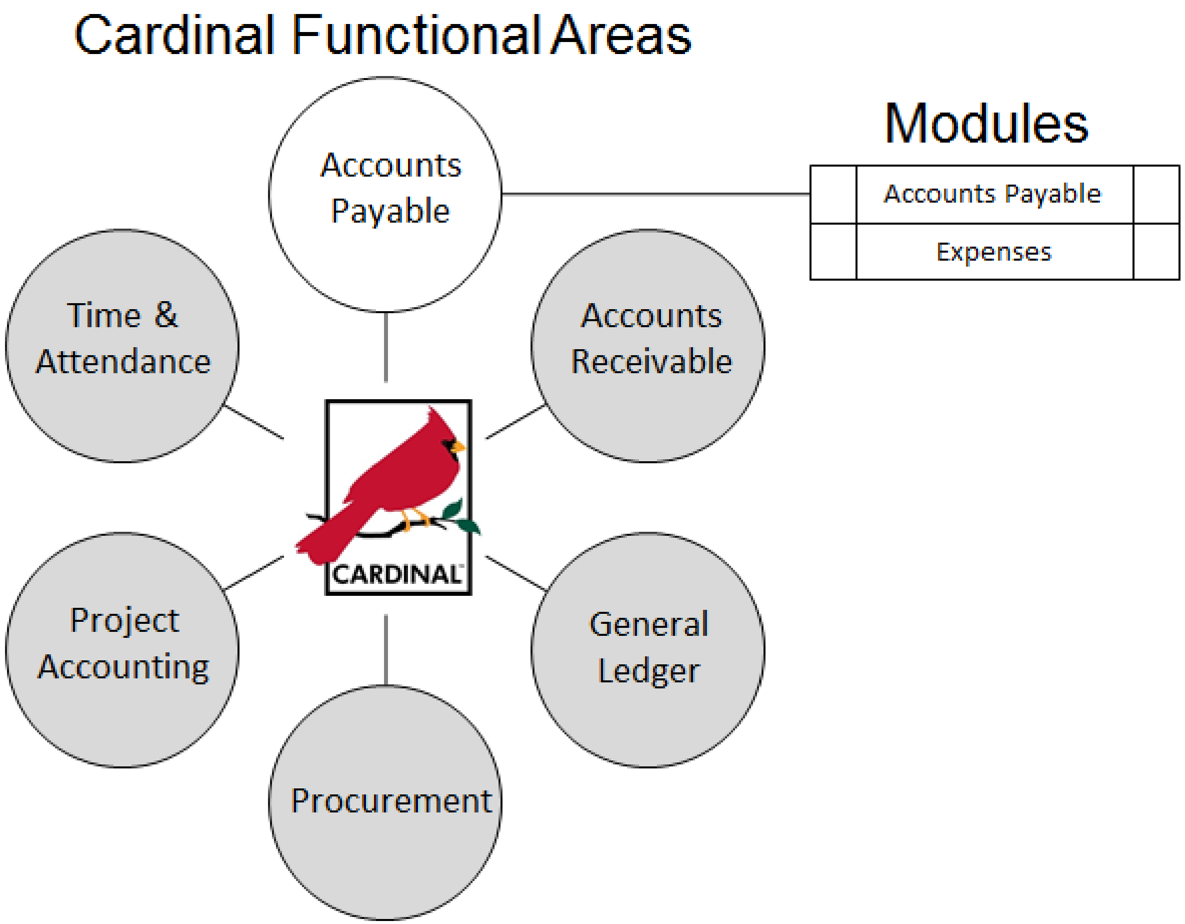
- Accounts Payable Overview
- Key Concepts

Accounts Payable Overview

The Accounts Payable functional area of Cardinal is composed of two modules:

Accounts Payable
The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

Expenses
Payments to employees for non-salary related items (i.e., travel and other business expense reimbursements) are made through the Expenses module.



Key Concepts

Some key concepts in processing travel and expenses include:

- **Accounting Distribution**: ChartField string that defines how a transaction is charged (i.e. which fund, account, program, department, etc.).

- **Applying Cash Advances**: The expenses user, applies any Cash Advances to the employee against the related Expense Report that is filed after the travel is completed. Cardinal then calculates the amount owed back to the employee or the amount owed to the Commonwealth.

- **Attachment Capability**: In Cardinal, attachments (such as scanned receipts) can be added to Travel Authorizations, Cash Advance requests, or Expense Reports. The agency may elect to allow those attachments to be used as substantiation of requests submitted for approval. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.), or local regulatory requirements that may apply. If an error is experienced an error when trying to open an attachment, try saving the file and opening it locally. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.

- **Employee Expenses:** In Cardinal, all non salaried payments to agency employees (e.g., cash advances and travel expense reimbursements) are made through the expenses module. The Accounts Payable module (which includes Petty Cash) is used <u>only</u> to pay suppliers.

Key Concepts (continued)

- **Employee Profile Update**: A profile must exist for an employee prior to an employee being reimbursed. Employee profiles contain important organizational data such as business unit, department, and default ChartFields. Profiles also contain Electronic Data Interchange (EDI) banking information if applicable. EDI information is added/updated through a daily interface from the Commonwealth Integrated Payroll/Personnel System (CIPPS).

- **Expense Allowances**: Cardinal is configured to include State allowable amounts for lodging, meal per diem, and even mileage rates. When a Travel Authorization or Expense Report is entered, Cardinal applies those rates and assists with validations and calculations.

- **Payment Cash Checking**: A process that ensures all payments, including vouchers, employee expenses, and cash advances, are checked against available cash before being released for payment each night.

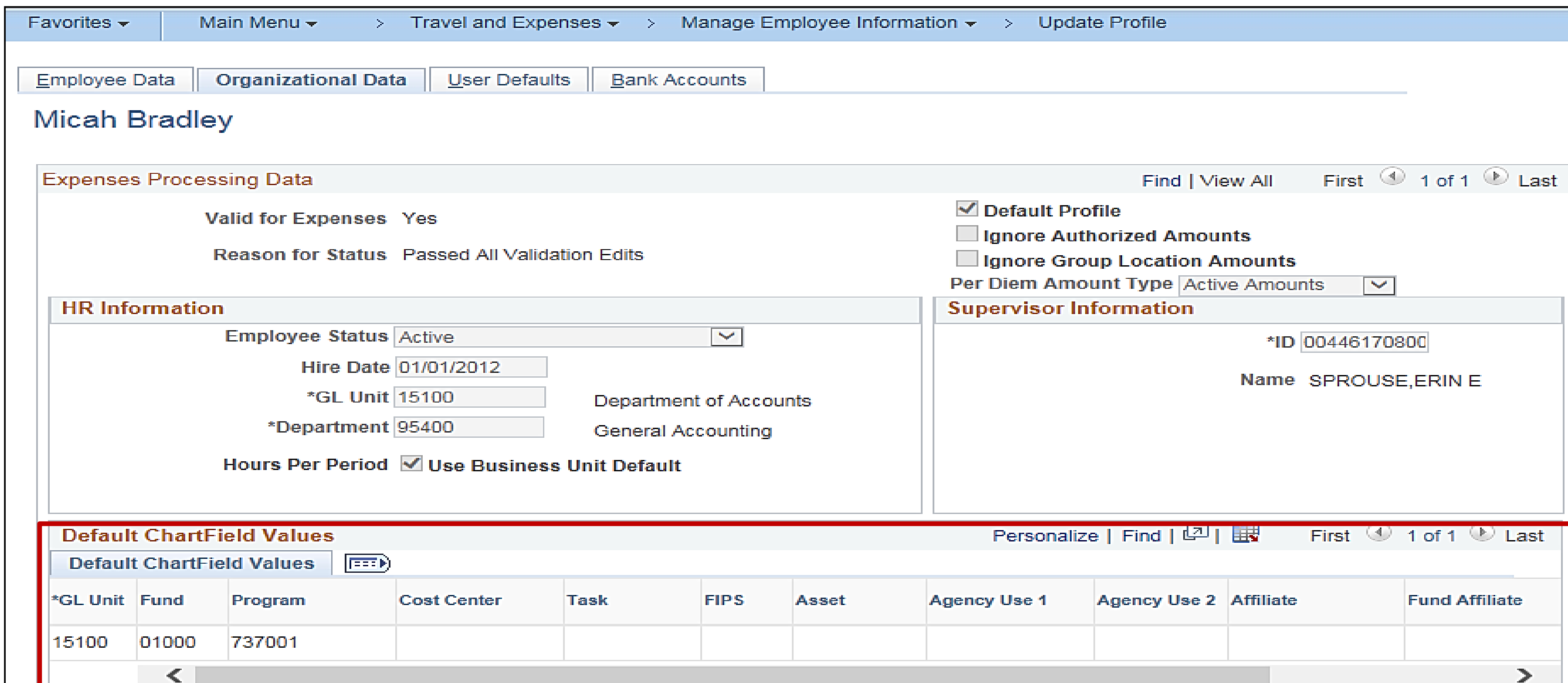
- **Proxy/Authorized User:** In Cardinal, a proxy (proxies) is assigned to enter or modify employee expense transactions. Most employees will have proxies other than themselves who will enter and process the majority of their expense related transactions.

- **Workflow**: Workflow routes items to the designated approver(s) worklist and describes the path of approvers required for an item to continue being processed in Cardinal.

Employee Profile

For an employee to be reimbursed for travel and business related expenses, an employee profile must exist in Cardinal. The employee profile contains **Default ChartField Values** which automatically populate any travel authorization, cash advance, or expense report created on behalf of that employee.

Below is an example of the Employee Profile **Organizational Data** tab which shows where **Default ChartField Values** are entered for an employee profile. These values default on expense transactions, but can be changed as appropriate.



Proxies

Proxies are users who are authorized to enter and update expense transactions on behalf of specified employees. In Cardinal, you must be a proxy (authorized user) in order to create, update, or view expense transactions for an employee, including yourself.

Some agency employees may serve as proxies for themselves and create their own expense transactions. In other instances, one or more employees may serve as proxies for other agency employees. Only proxies can access expense transactions.

Agencies' policies and procedures determine how the expense information is provided to the proxy for their employees.

Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. Employees are not set up as suppliers in Cardinal when being reimbursed by their agency for business or travel related expenses.

   True or False

2. A proxy is a person assigned to enter expense transactions on behalf of another employee. In Cardinal, most employees will have proxies to enter and process the majority of their expense transactions.

   True or False

3. The employee profile does not contain Default ChartField values that automatically populate on travel authorization, cash advances, and expense reports.

   True or False

Lesson 1: Summary

1 Processing Employee Expenses Overview

In this lesson, you learned:

- Key concepts in the Expenses module.
- Employees must have an employee profile set up in Cardinal in order to be reimbursed for travel and other business related expenses.
- A proxy must be authorized in Cardinal to create, update, or view an employee’s expense transactions.

Lesson 2: Introduction

2 Travel Authorizations

This lesson covers the following topics:

- Create and submit a Travel Authorization
- View Travel Authorization status
- Update a Travel Authorization
- Cancel or delete a Travel Authorization

Entering and Submitting Travel Authorizations

Travel Authorizations are typically used as a means of approving employees' plans to travel and/or incur other business related expenses. Here are some key points to consider:

- Commonwealth and agency policy determine when and if a Travel Authorization is required.
- Agencies are not required to enter Travel Authorizations in Cardinal. Alternative procedures may be used to authorize travel and other business related expenses.
- When a Cardinal Travel Authorization is used, it must be entered and approved in advance of the proposed travel. Travel Authorizations can only be entered and approved **before** the begin date of the proposed travel.
- Travel Authorizations can be used to document approval of non-travel expenses such as education.
- Details from a Travel Authorization can be copied into the Expense Report so the same information doesn't have to be reentered.

Entering and Submitting Travel Authorizations (continued)

- If an employee is eligible and requests a Cash Advance, One can be entered with the Travel Authorization. The Travel Authorization contains a link to create a Cash Advance. When a Cash Advance is created using the link in the Travel Authorization, it is still a separate transaction and follows its own approval path.

- Travel documents can be attached (such as reservation or flight confirmations) to the Travel Authorization to assist with online approvals. However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.), or local regulatory requirements. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.

- When entering a Travel Authorization, record all expenses related to the trip, including any that are direct billed to the agency or paid by a third party. They are still part of the total cost of travel and are used for approval routing and tracking purposes, even if they are not reimbursable to the employee.

Creating a Travel Authorization

To create a Travel Authorization, access the **Travel Authorization** page, using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > Create/Modify

- On the **Add a New Value** tab, enter the **Empl ID** of the employee requesting travel.
- Click the **Add** button to access the **Travel Authorization Entry** page.
- If you are authorized to enter transactions for only one employee, the **Add a New Value** tab does not display. Cardinal take you directly to the **Travel Authorization Entry** page.

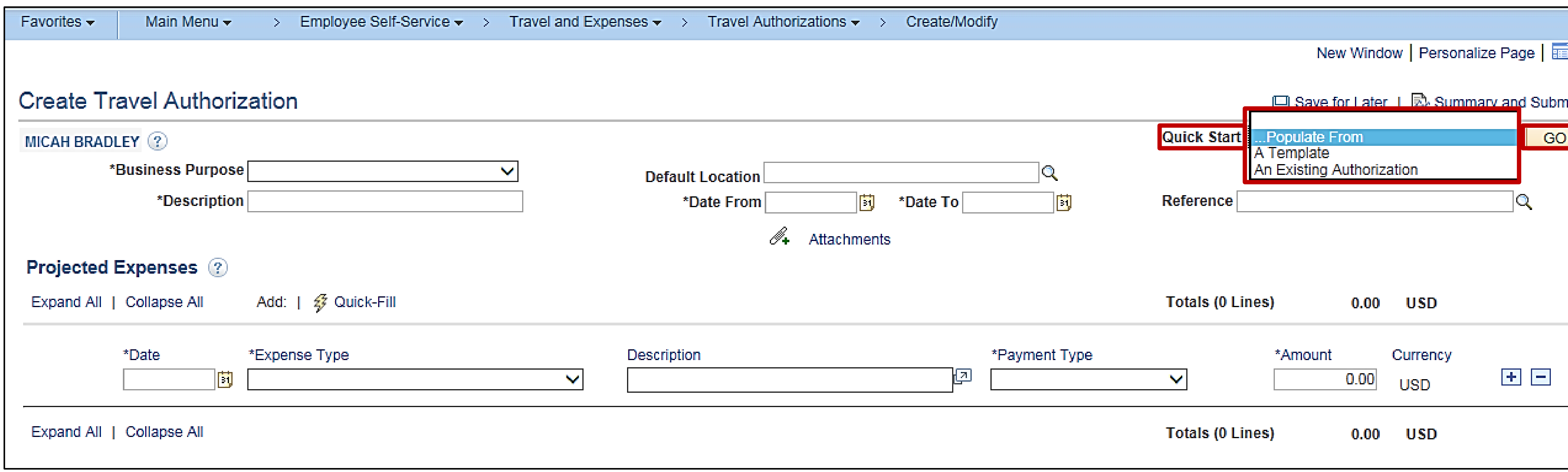
Creating a Travel Authorization (continued)

You can start with a blank authorization or select an option from the **Quick Start** menu. There are two **Quick Start** selections:

- **A Template -** This option allows coping from an existing template. For more detailed information about setting up and using templates, see the job aid entitled **SW AP315: Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Training**.

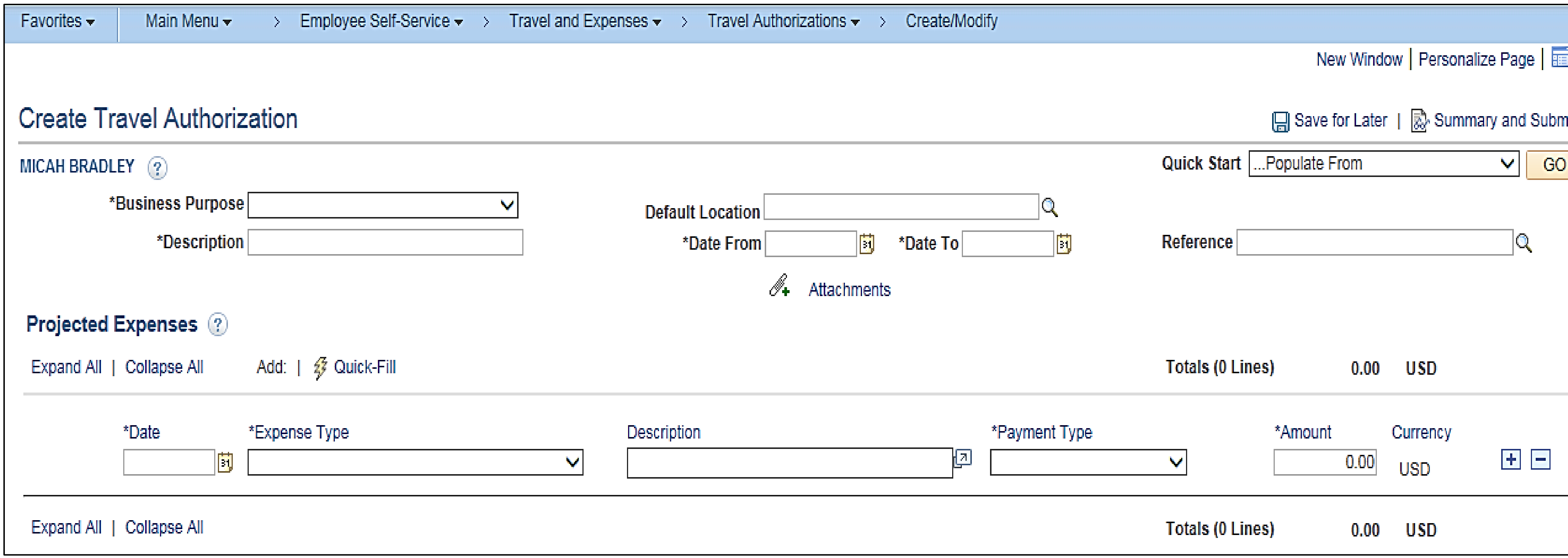
- **An Existing Authorization -** This option allows coping from an existing travel authorization.

If using the **Quick Start** menu, click the **Go** button to access it.



Creating a Travel Authorization (continued)

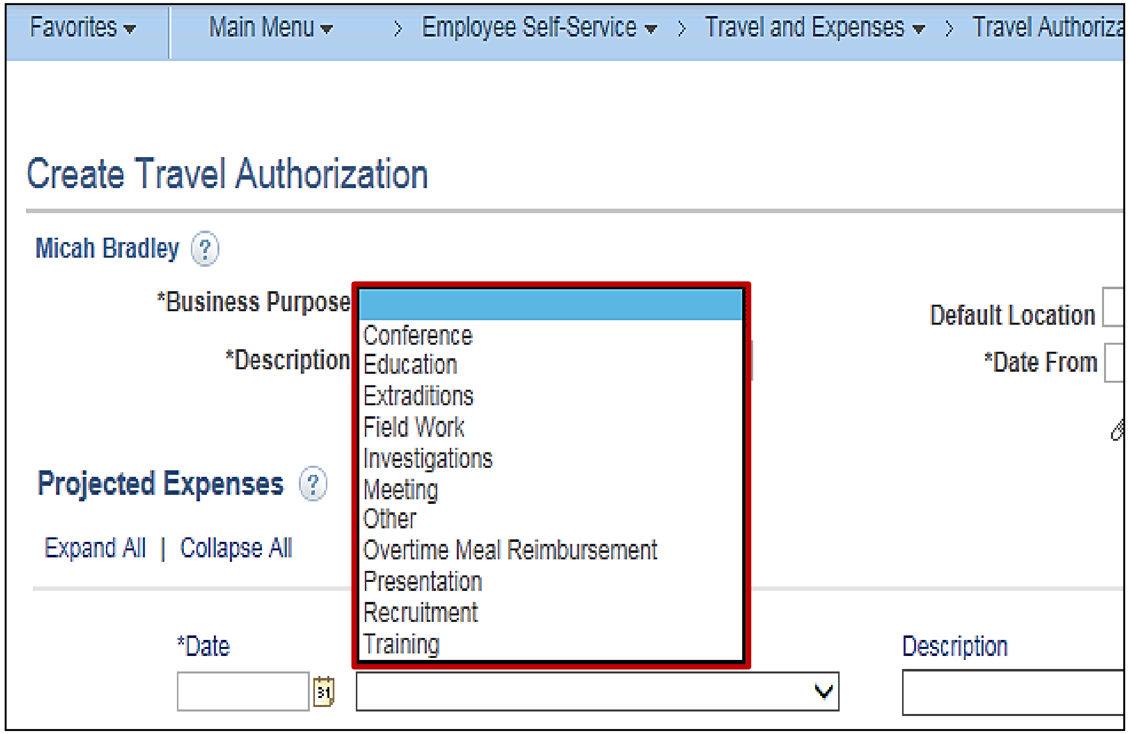
For this scenario, we will start with a blank authorization so no option is selected from the **Quick Start** menu.



General Information Section

Select a **Business Purpose** from the drop-down menu options. They include:

- **Conference**
- **Education**
- **Extraditions**
- **Field Work**
- **Investigations**
- **Meeting**
- **Other –** Enter an explanation in the **Notes** before submitting the authorization.
- **Overtime Meal Reimbursement**
- **Presentation**
- **Recruitment**
- **Training**



General Information Section (continued)

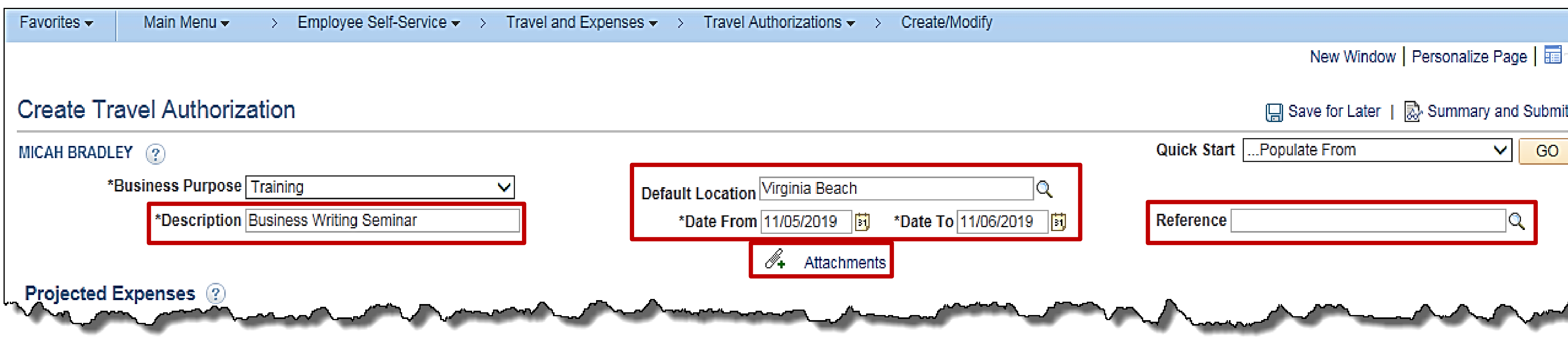
In the **Description** field, enter a brief description for the travel.

The **Default Location** field is not a required field. When populated, it populates the location to the expense lines that require location and can be changed as appropriate.

In the **Date From** and **Date To** fields, enter the estimated beginning and end dates of the trip. If the travel is for a single day, enter or select the same day in both fields.

The **Reference** field is a 10 character field that is optional to use to enter additional reference information.

The **Attachments** link allows adding attachments to the Travel Authorization that can be viewed by the approver. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.

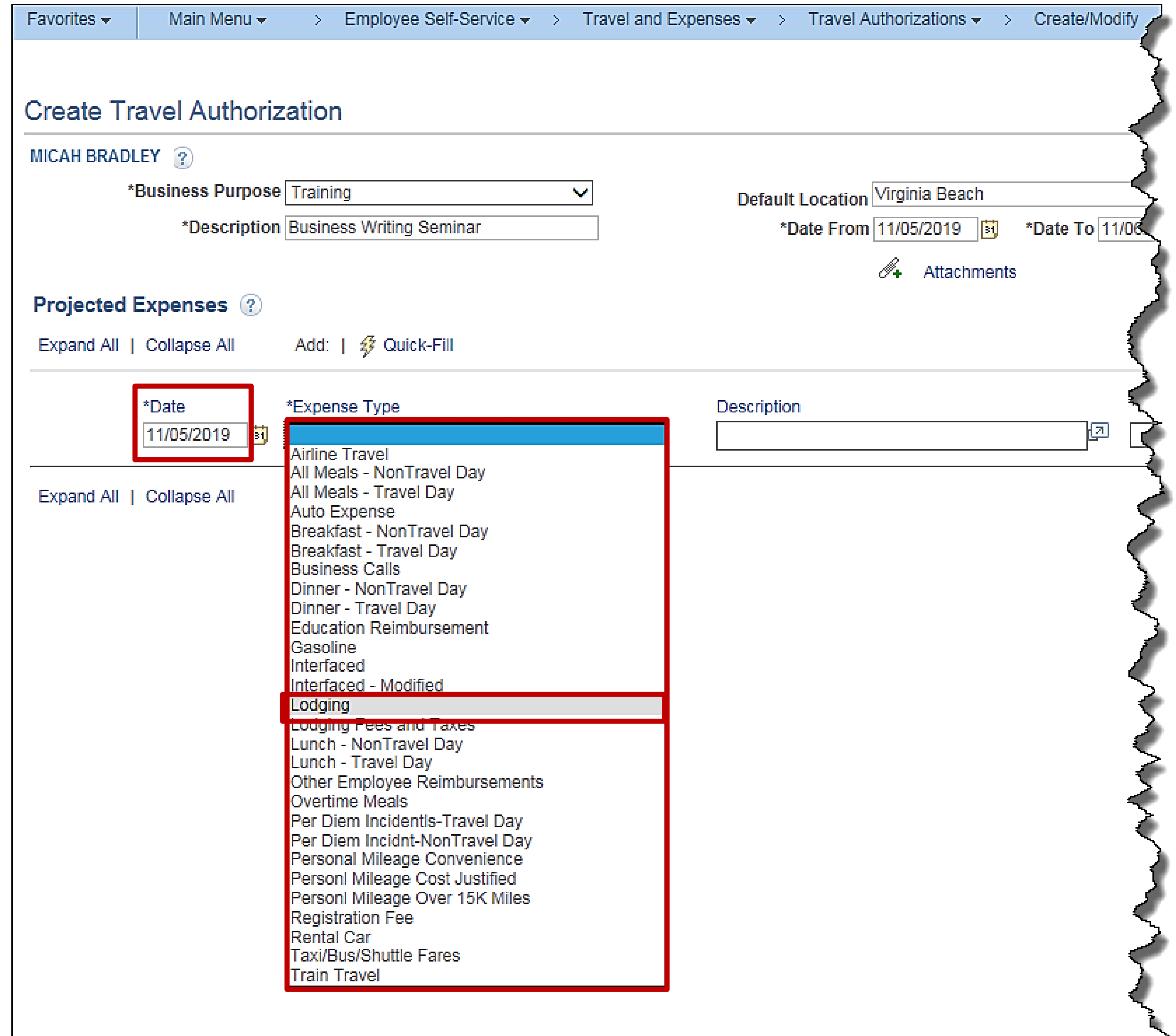


Details Section

The **Projected Expenses** section of the **Travel Authorization Entry** page is to enter travel expense information.

Select or enter the date associated with the anticipated expense.

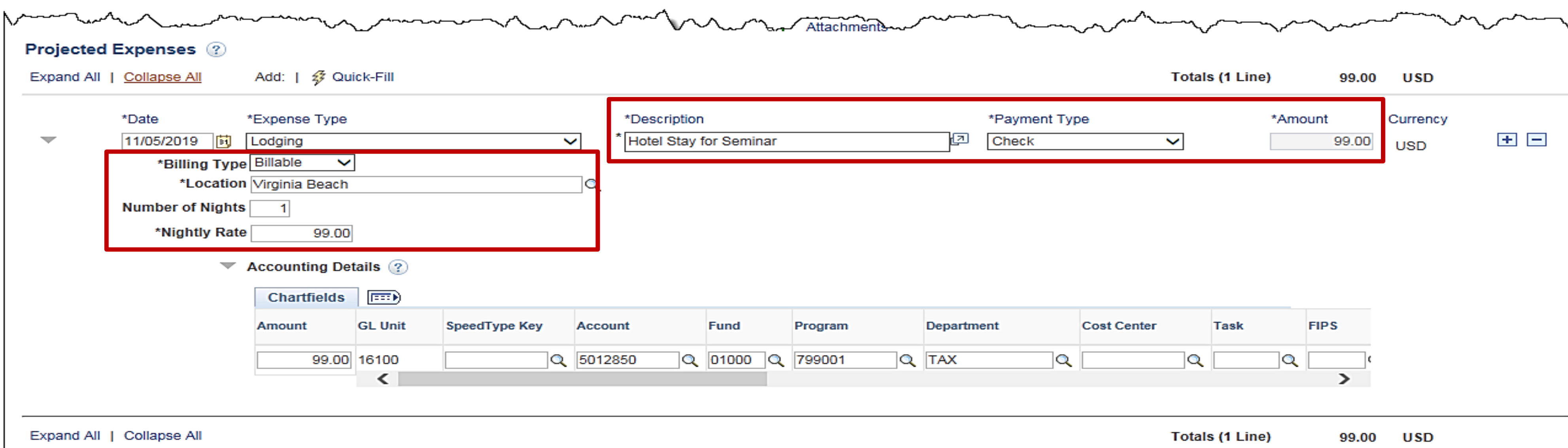
Use the **Expense Type** drop-down menu to select the type of expense (e.g., mileage, hotel, meals, fees, rental car). For this example, **Lodging** is selected.



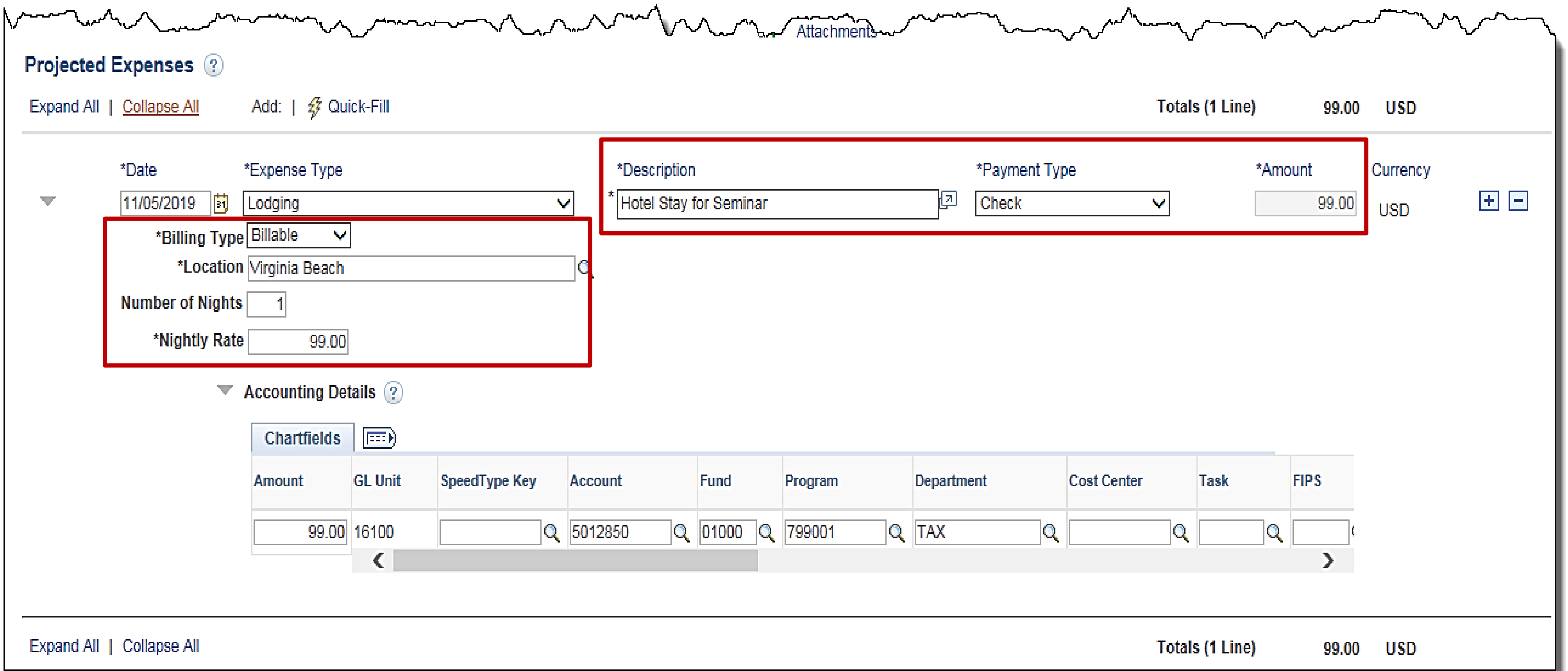
Details Section (continued)

Once the **Expense Type** is selected, all required fields for that expense type display on the expense line.

- In the **Description** field, enter information about the expense.
- In the **Payment Type** field select **Check**. This is the only option.
- For some **Expense Types**, the **Amount** field auto-populates based on Commonwealth of Virginia (COVA) standard travel guidelines.
- The **Billing Type** defaults to **Billable**.
- If the **Location** was entered in the header, it defaults on the Expense line where location is required. If not defaulted, enter or select the location here.
- In the **Number of Nights** field: enter the number of nights you plan to stay.
- The **Nightly Rate** populates based on COVA standard travel guidelines.



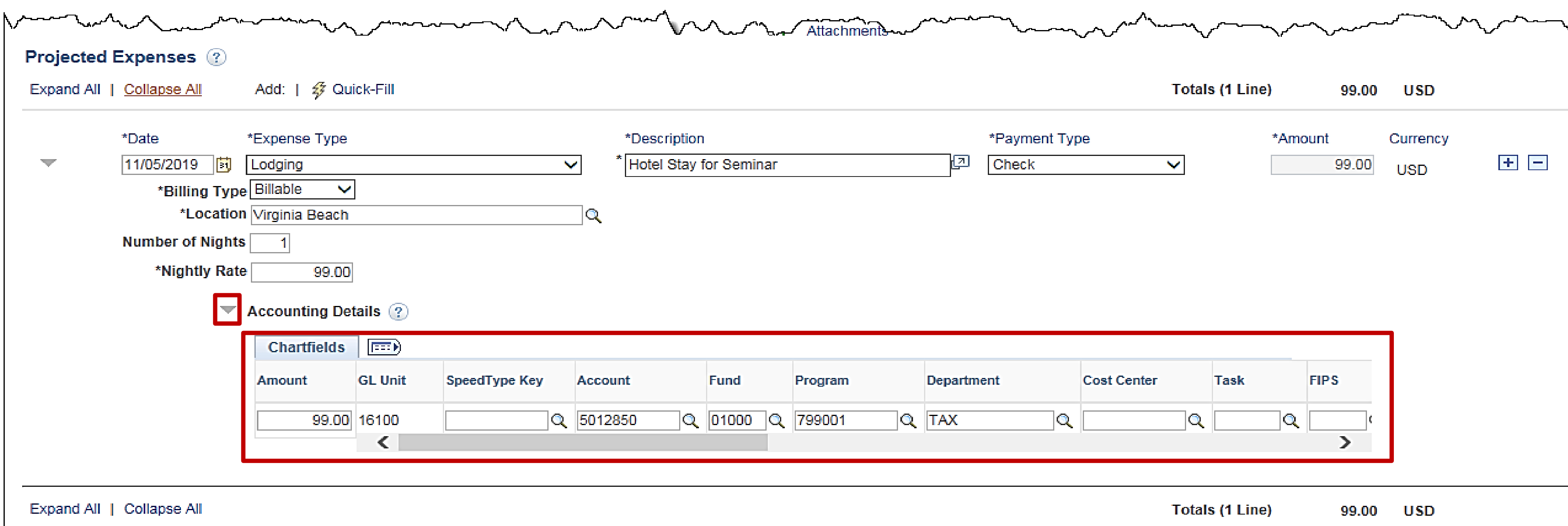
Details Section (continued)



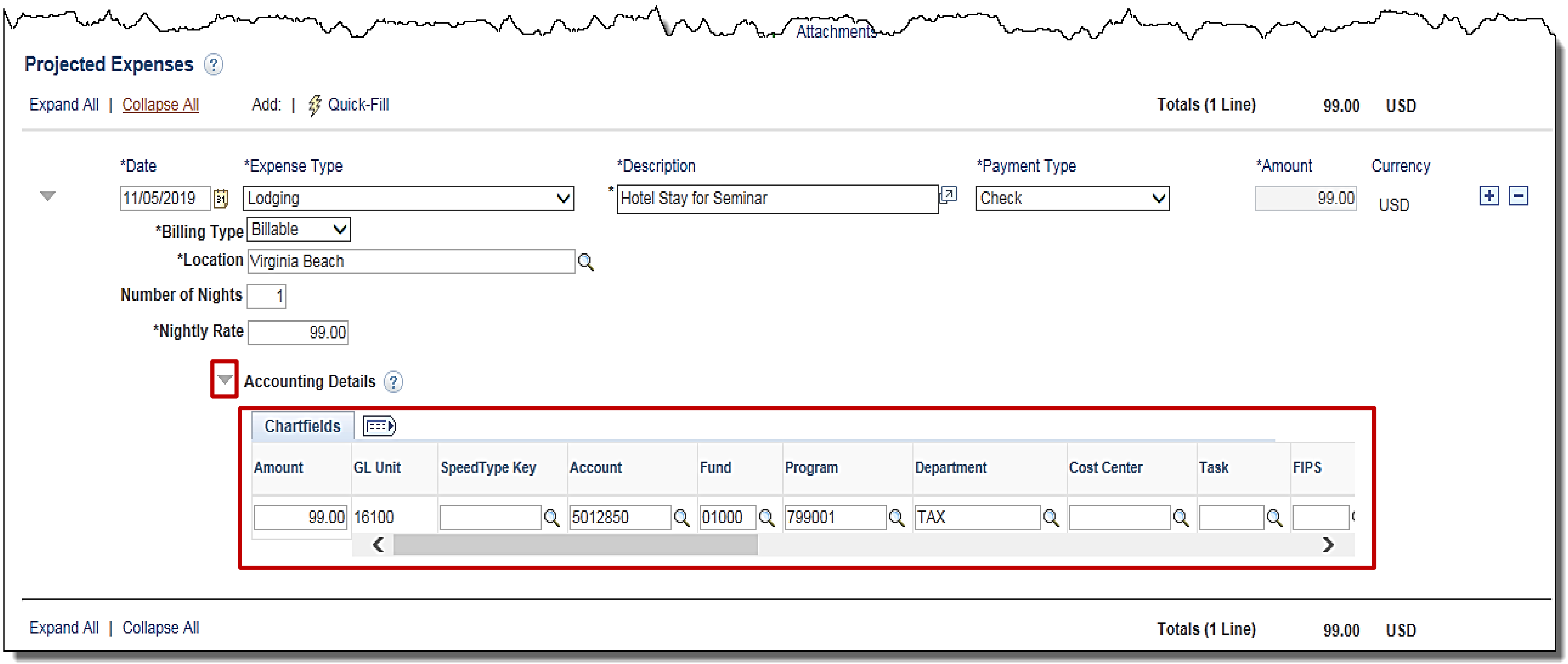
Viewing the Accounting Detail Line

The **Travel Authorization** is a means of providing approval for the employee's travel request. It does not create a financial transaction, so the accounting line entries do not post to the General Ledger. However, the distribution created on the Travel Authorization copies over to the related **Expense Report**.

The **Account** value defaults based on the **Expense Type** selected. Other values default based on the employee's profile setup in Cardinal. The Accounting Details line is visible once the **Expense Type is entered** on the line. If it is not visible, click the **Expand Accounting Details** icon. Defaulted values can be updated or values added as needed. For more detailed information about default account values for each expense type, see the job aid entitled **SW AP315: Expense Type Coding – Online Agency** located on the Cardinal website in **Job Aids** under **Training**.



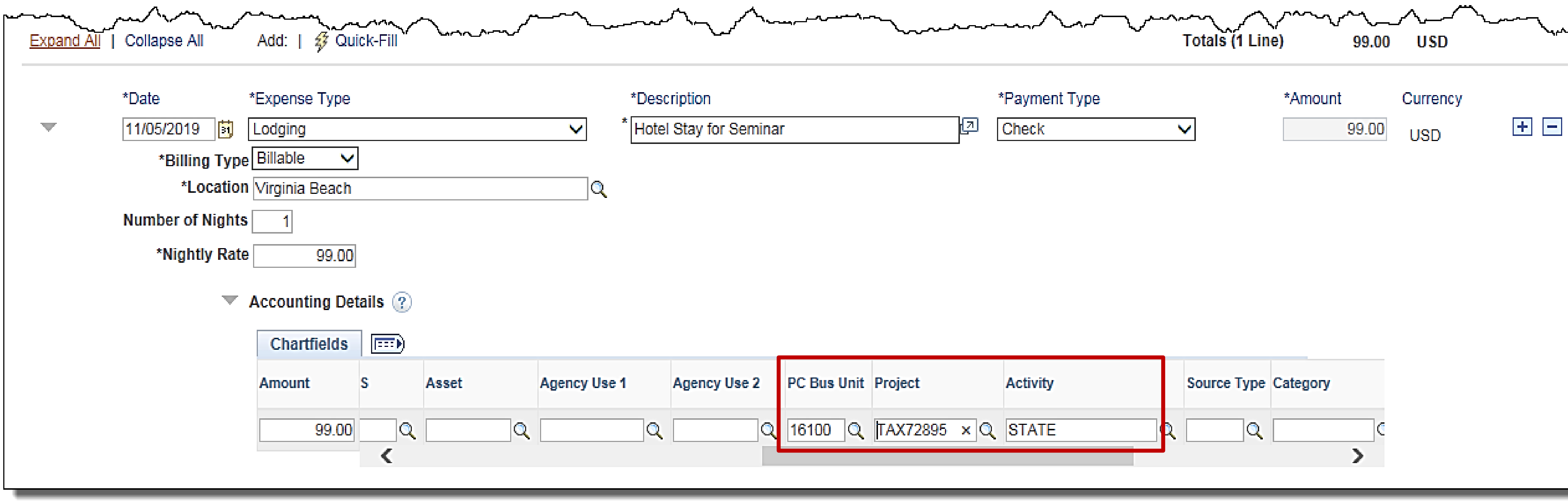
Viewing the Accounting Detail Line (continued)



Entering Projects on the Distribution Line

To enter a value in the **Project** field on the distribution line, first enter the Project Costing Business Unit (PCBU) in the **PC Bus Unit** field. The **PC Bus Unit** is the same value as your agency's Business Unit.

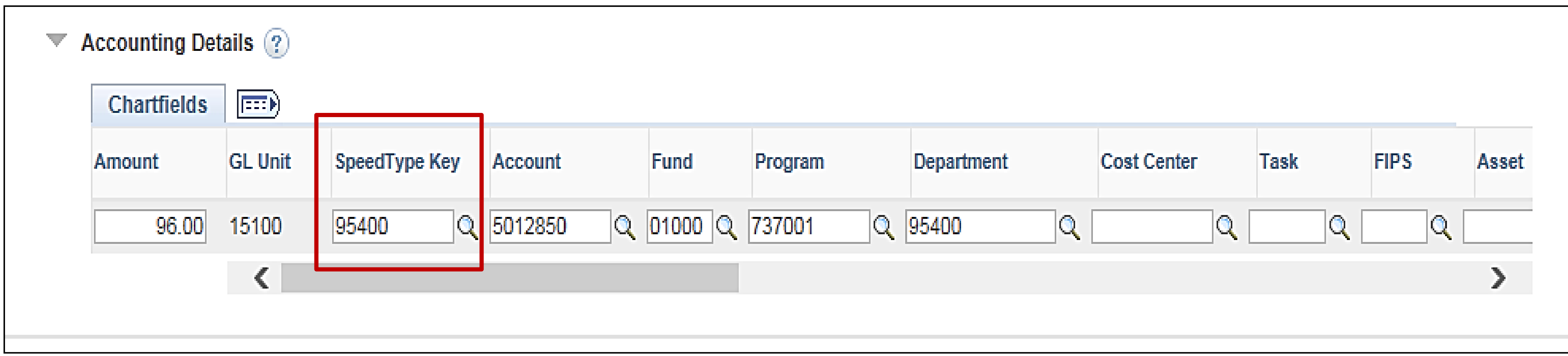
You must also select the appropriate **Activity** associated to the project.



Using SpeedTypes

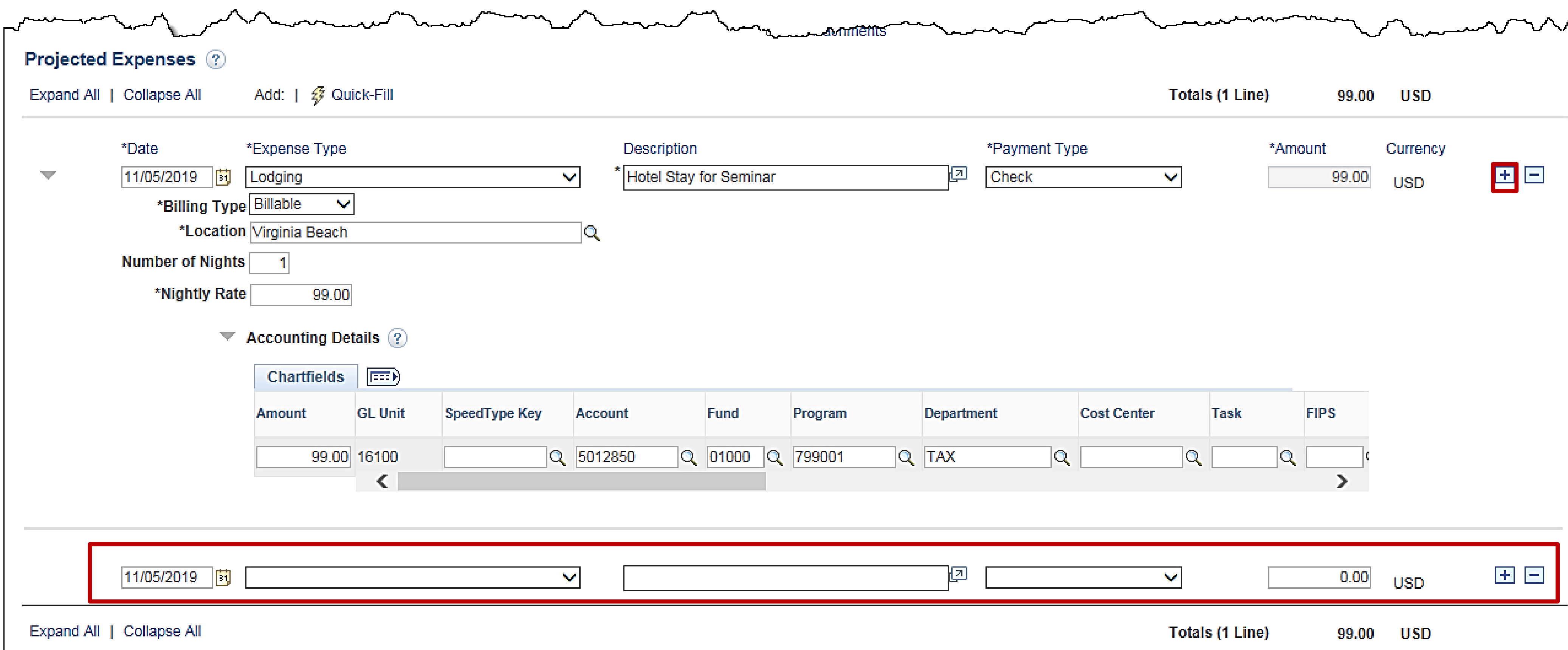
SpeedTypes may be used to auto-populate ChartFields on each distribution line if default accounting distribution needs to be updated. SpeedTypes are generally defined for frequently used accounting distribution combinations to increase data entry efficiency and accuracy.

To use a SpeedType, enter or select from the **SpeedType Key** field. Once the SpeedType is selected/entered additional ChartFields may be needed to complete the distribution as appropriate.



Adding a Line

Enter all anticipated expenses, one per line, on the Travel Authorization. To add a line, click the plus (**+**) button and a new line displays.

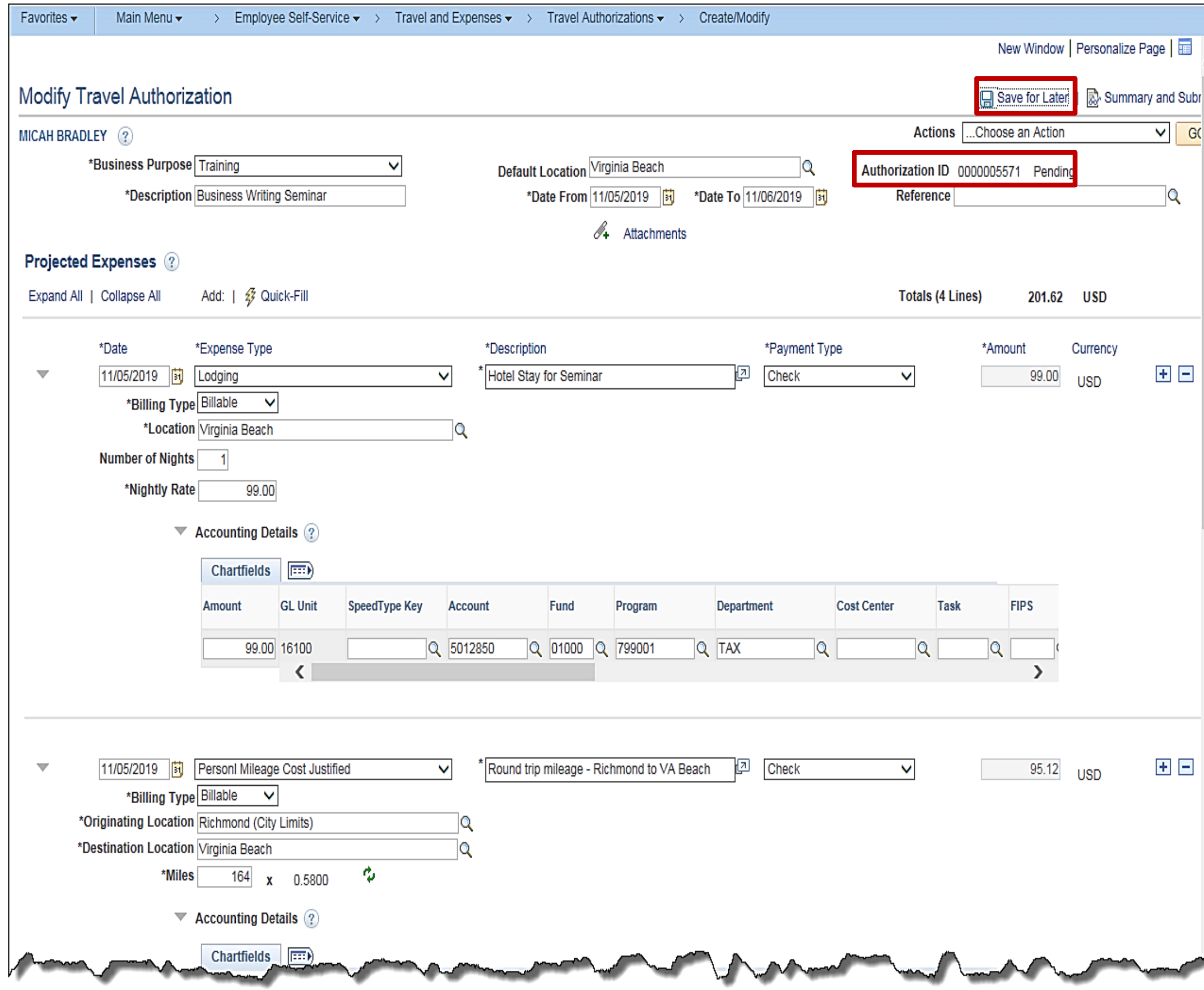


Saving a Travel Authorization

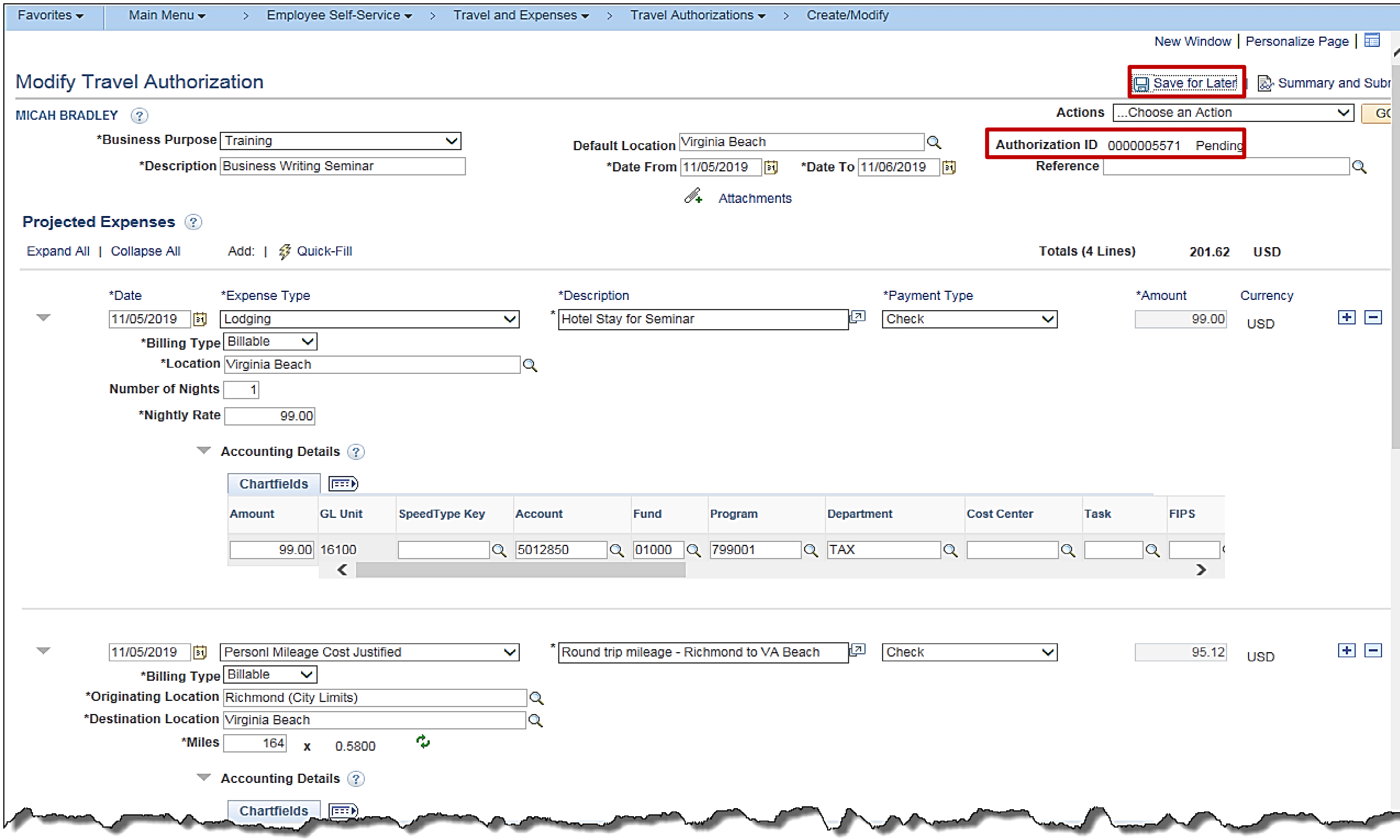
After entering all projected expenses lines, save and/or submit the Travel Authorization for approval.

To save the authorization without submitting it, click the **Save for Later** link at the top of the page. Cardinal assigns an **Authorization ID**, the request is saved with a **Pending** status. The page changes from **Create Travel Authorization** to **Modify Travel Authorization**.

The **Authorization ID** number is a consecutive number across all state agency business units, so the Business Unit's Travel Authorizations will not be consecutive. The Travel Authorization does not route for approval until it has been submitted.



Saving a Travel Authorization (continued)

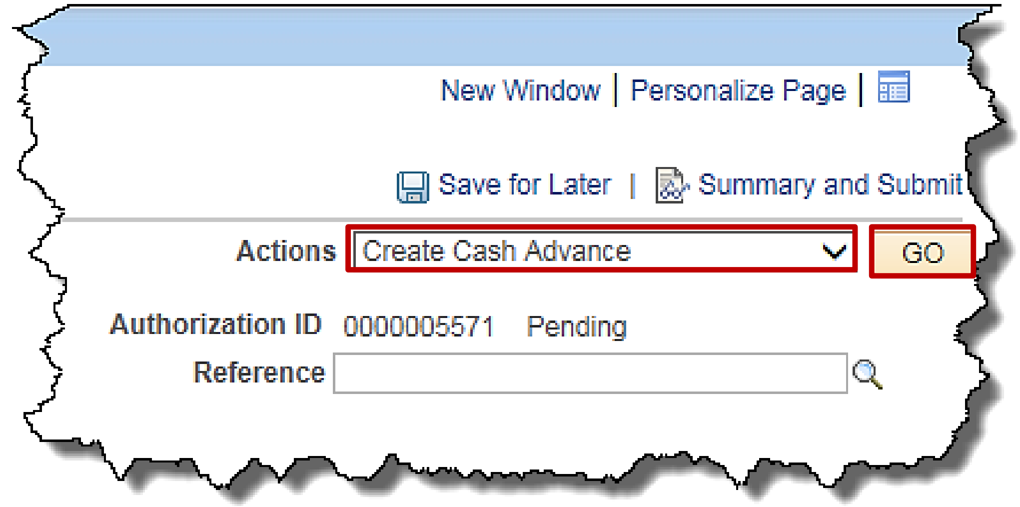


Creating a Cash Advance from the link on the Travel Authorization

To create a cash advance as part of the Travel Authorization, it must be done before the travel authorization is submitted.

To create a Cash Advance from the **Create Travel Authorization** page:

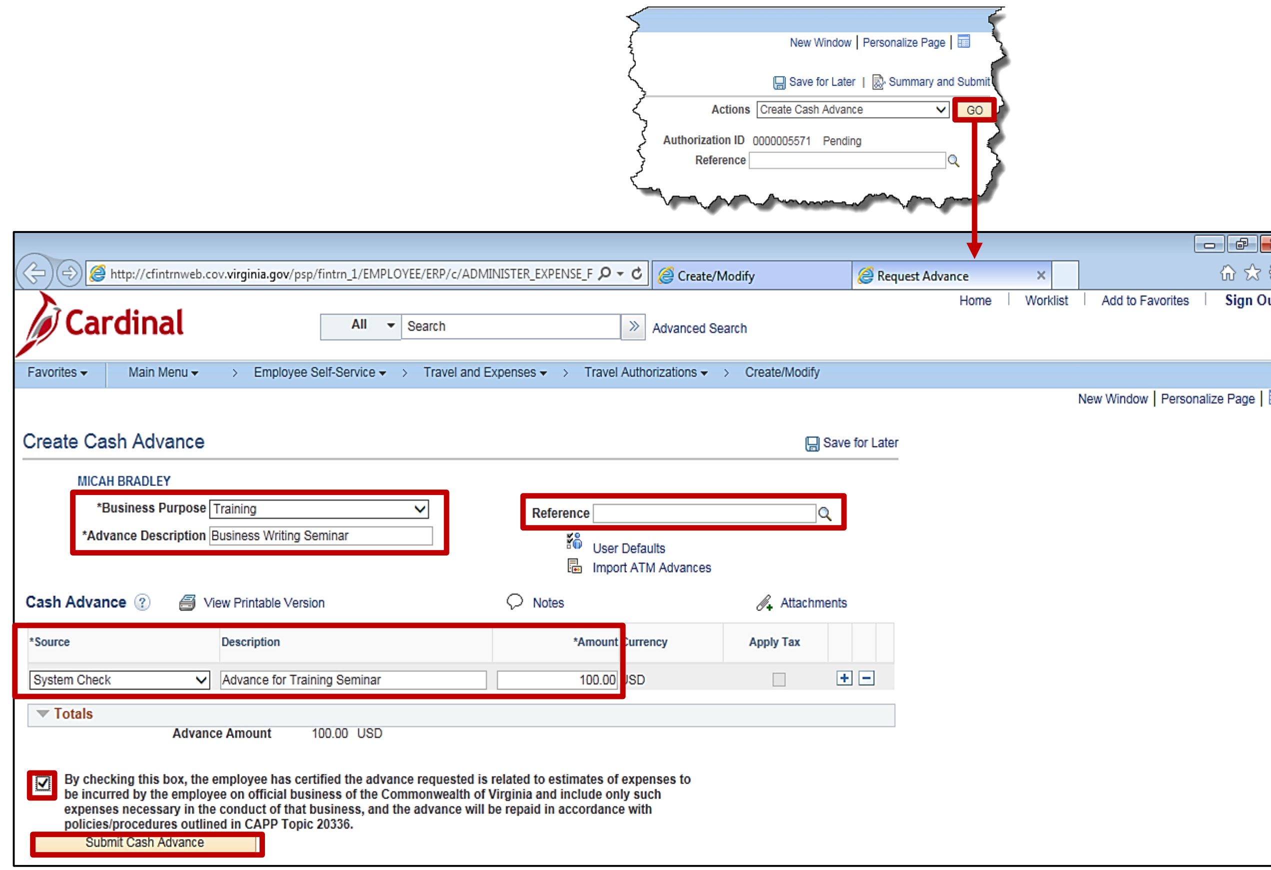
- Click the **Save for Later** link.
- Click the **Actions** drop-down menu. Note that the **Actions** menu replaces the **Quick Start** menu once you start entering expense lines.
- Select the **Create Cash Advance** option.
- Click the **Go** button.



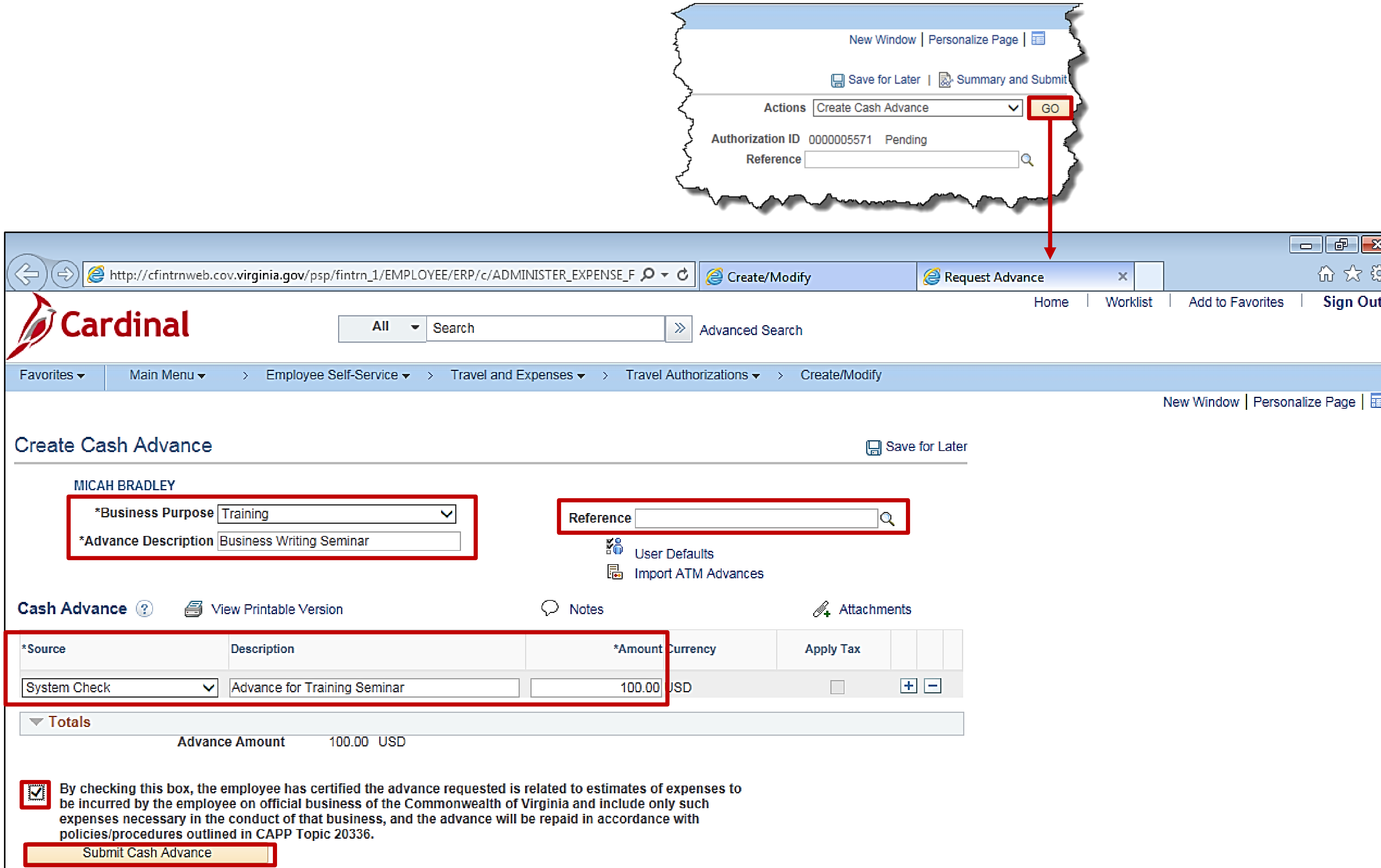
Creating a Cash Advance from the link on the Travel Authorization (continued)

Cardinal opens a new window, **Create Cash Advance**, to allow cash advance information to be entered.

- Click the new **Create Cash Advance** window.
- The **Description** and **Business Purpose** fields on the Cash Advance populate based on the information entered on the **Create Travel Authorization** page.
- **Reference** is an optional field and does not carry over from the Travel Authorization.
- For the **Source**, choose **System Check**. Then enter the **Description** and the **Amount** being requested.
- Click the certification check box to enable the **Submit Cash Advance** button.
- Click the **Submit Cash Advance** button to submit the Cash Advance for approval.
- Click the **OK** button to confirm the submission.

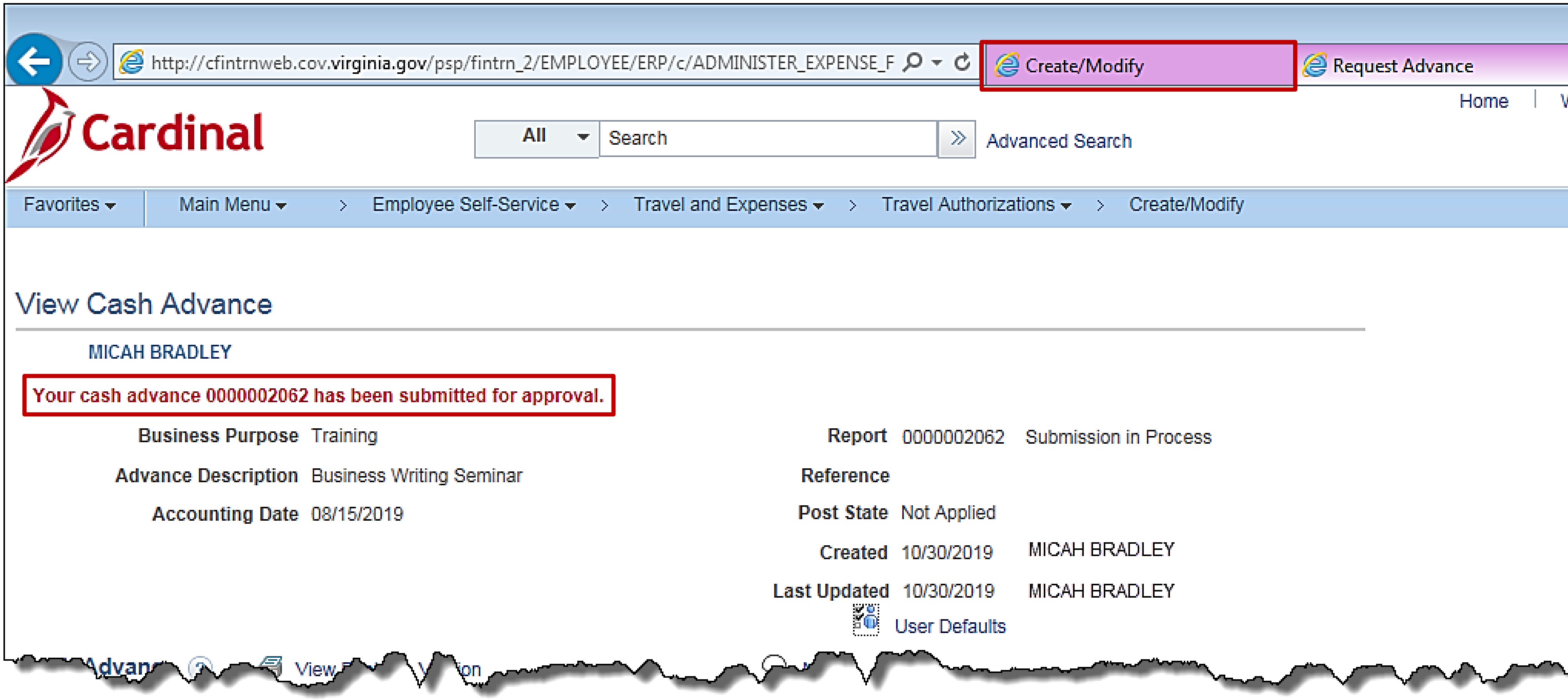


Creating a Cash Advance from the link on the Travel Authorization (continued)



Creating a Cash Advance from the link on the Travel Authorization (continued)

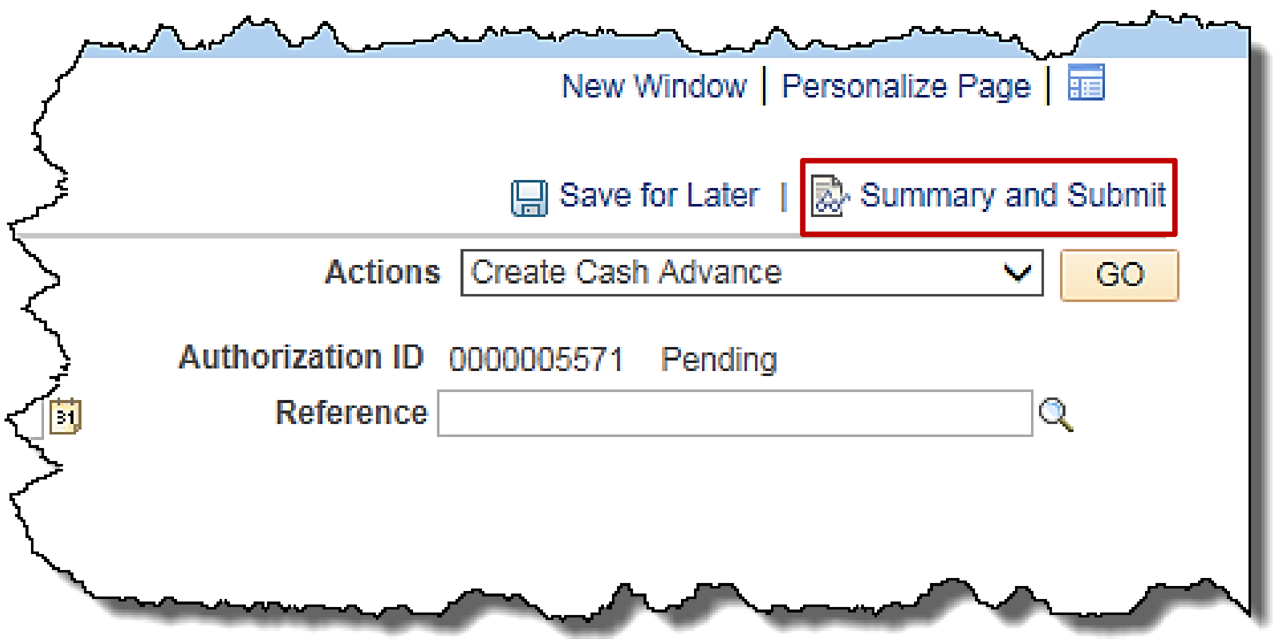
Once the cash advance has been submitted for approval, click the **Create/Modify** tab at the top of the page to return to the **Travel Authorization** page.



Submitting a Travel Authorization

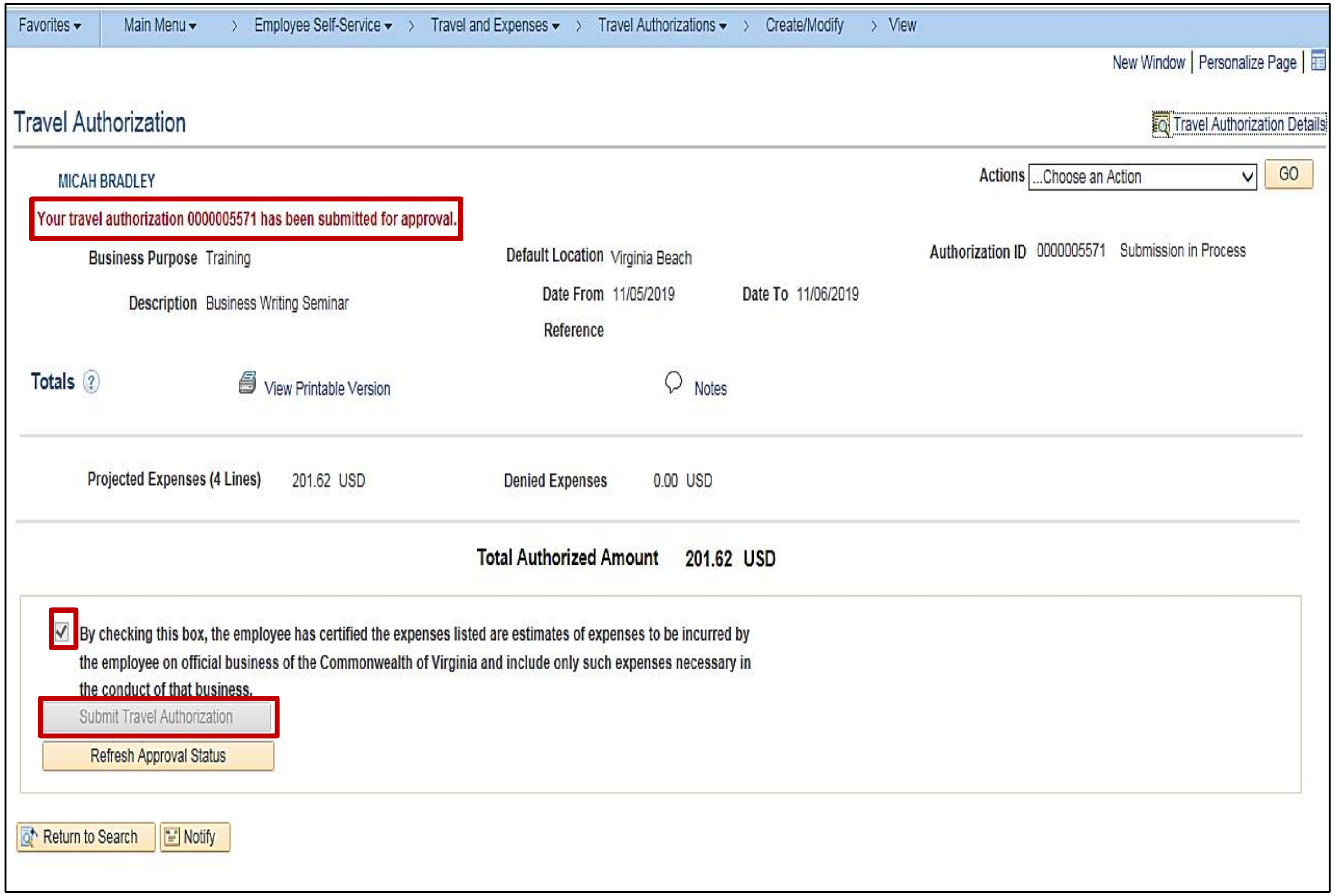
The Travel Authorization must be submitted in order for it to enter the workflow process.

To submit the authorization, click the **Summary and Submit** link at the top of the page.

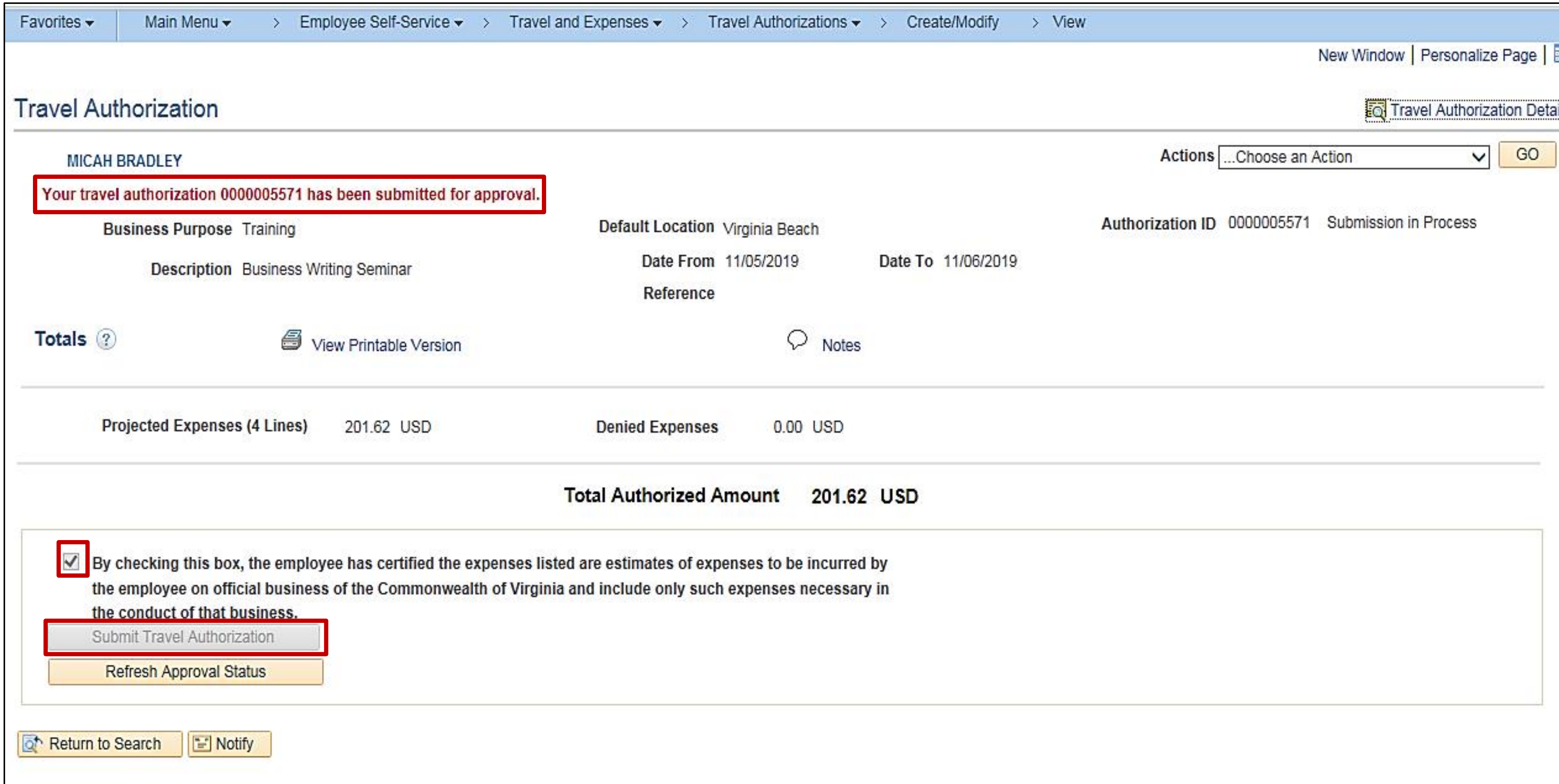


Submitting a Travel Authorization (continued)

- The Summary and Submit page displays.
- Click the certification checkbox to enable to **Submit Travel Authorization** button.
- Click the **Submit Travel Authorization** button.
- A confirmation pop-up window displays.
- Click the **OK** button to confirm the submission.
- Cardinal assigns an **Authorization ID**.
- A message displays in red indicating the travel authorization number has been submitted for approval.



Submitting a Travel Authorization (continued)



Travel Authorization Approval Routing

Cardinal workflow routes the authorization to the appropriate approver’s worklist. If more than one approval is required, the authorization automatically routes through the appropriate levels.

Once the Travel Authorization is submitted, it can only modified by clicking the **Withdraw Travel Authorization** button when it is in submitted for approval status or when it is sent back by the approver.

The approver may approve, deny, or send the authorization back for updates. If the request is not approved, Cardinal requires the approver to provide comments explaining why.

Viewing the Travel Authorization Status

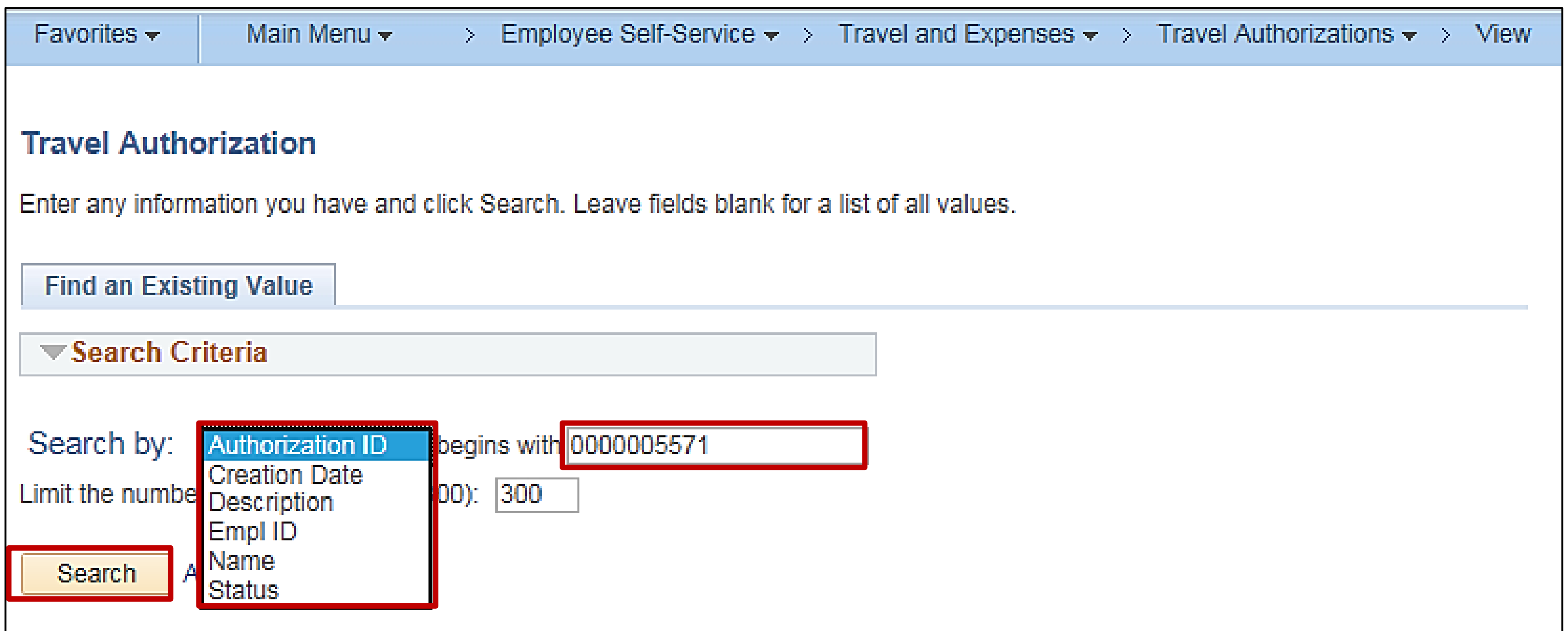
To view a Travel Authorization, access the **View Travel Authorization Details** page using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Travel Authorizations > View

Any proxy assigned for an employee can view it after it has been saved or submitted

Search for the Travel Authorization to be viewed using any of the **Search by** drop down menu options.

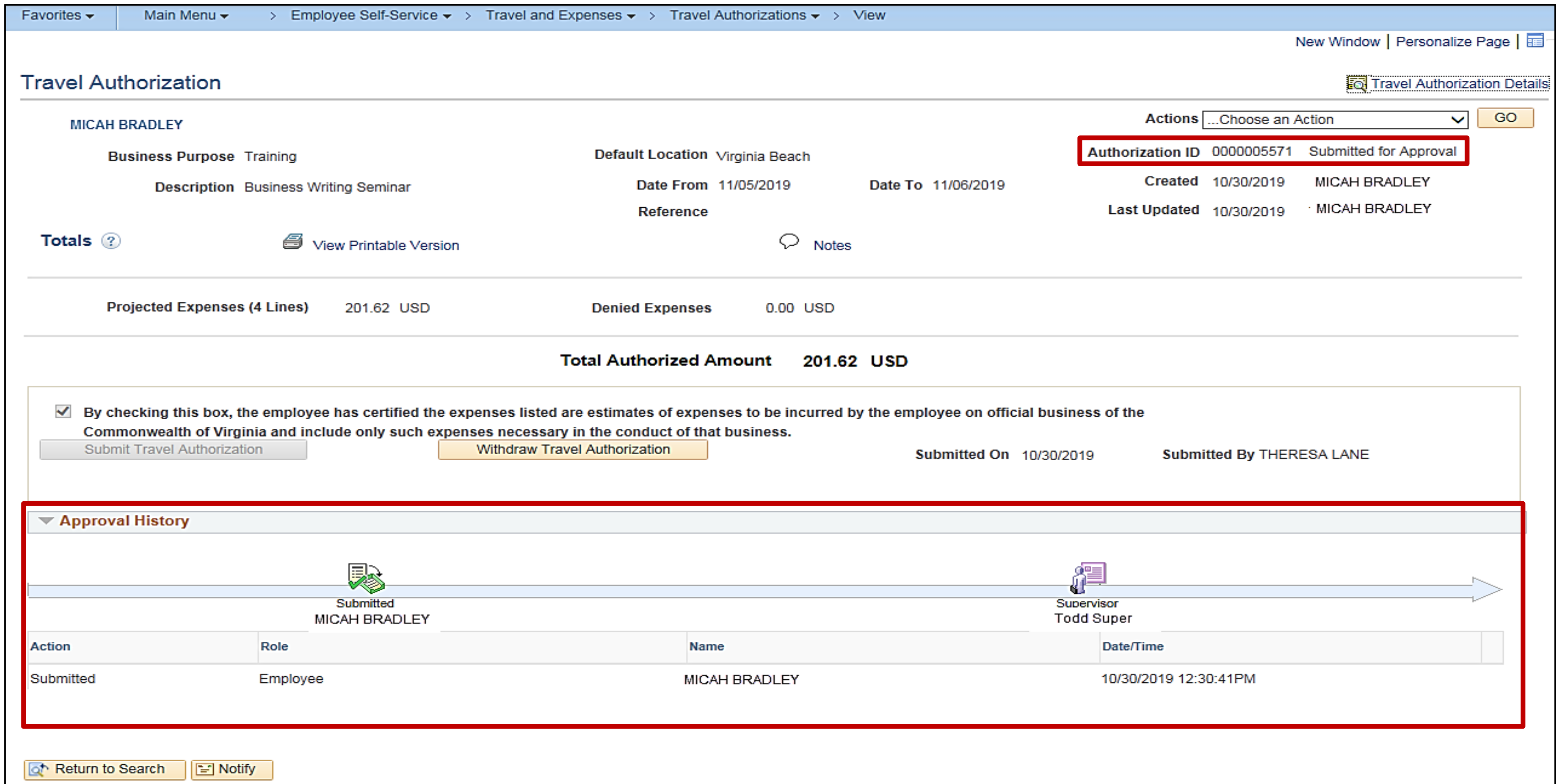
Enter the information and click the **Search** button.



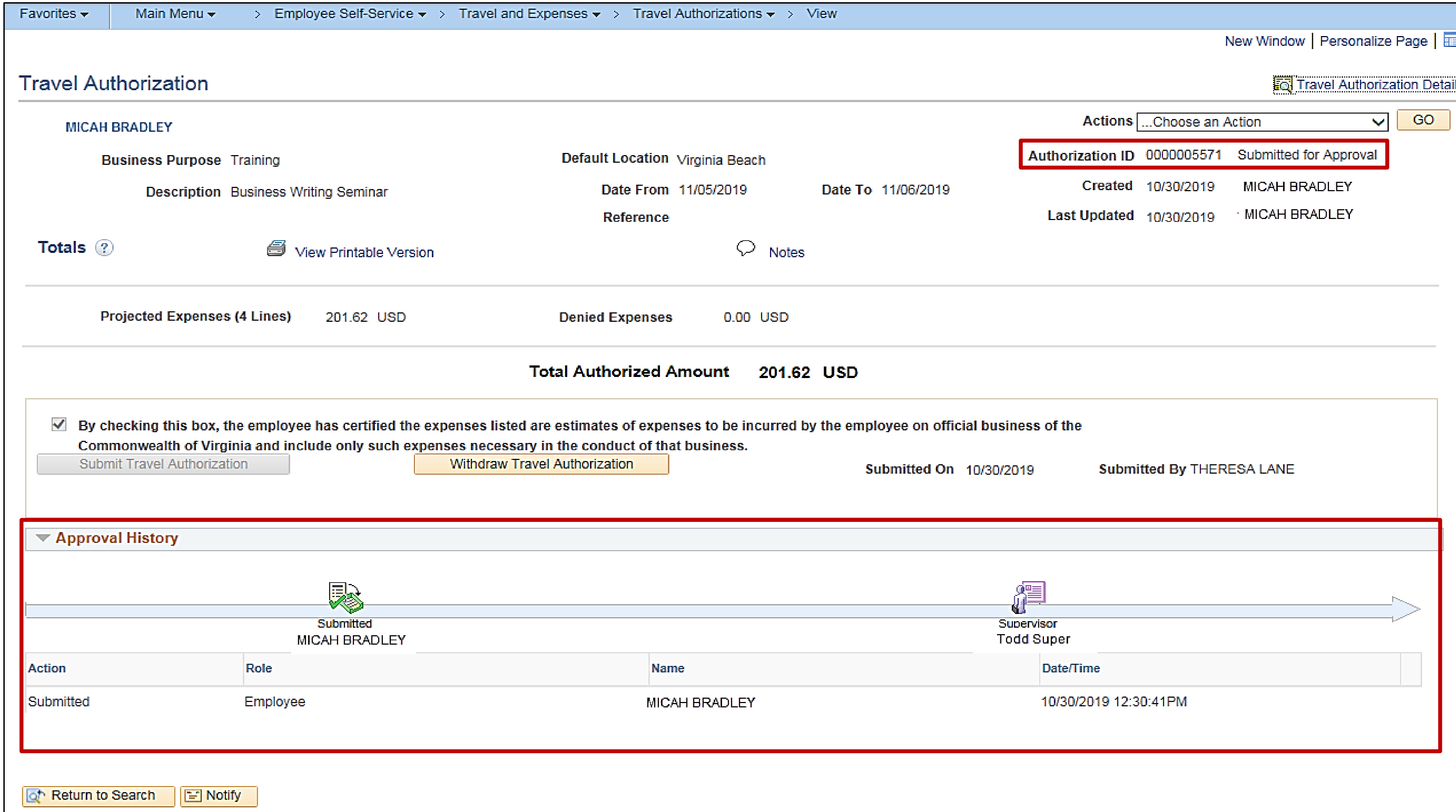
Viewing the Travel Authorization Status (continued)

The current status displays next to the **Authorization ID** at the top of the page. After the authorization is approved, the status updates to **Approved**.

The **Approval History** section of the page provides information about the processing status and the approval flow.



Viewing the Travel Authorization Status (continued)



Updating/Canceling and Deleting a Travel Authorization

A Travel Authorization can be updated if:

- An incomplete authorization was saved and needs to completed
- It was withdrawn after submission, but before the approver takes action on it
- It was sent back and changes are required

A Travel Authorization can be cancelled if:

- It has been approved and is not associated to an Expense Report. The Travel Authorization will show a status of **Closed**. For example, an authorization can be cancelled if an employee's trip is canceled after approval. Canceled authorizations are not deleted from Cardinal and can still be viewed.

A Travel Authorization can be deleted if:

- It has not been **submitted**
- It has been **canceled**
- It was **returned** or denied by the approver

Deleted authorizations cannot be viewed.

For more detailed information about Travel Authorization, see the job aid entitled **SW AP315: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Training**.

Simulation: Creating and Processing a Travel Authorization

You will now view a simulation that demonstrates how to create and process a Travel Authorization.

Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. Which of the following is not a business purpose:

   a) Education
   b) Presentation
   c) Lodging
   d) Conference

2. A Travel Authorization must be entered, submitted, and approved prior to the start date of the travel.

   True or False

3. At what point are you unable to update a Travel Authorization?

   a) When the authorization is in the approval process
   b) After you have saved the authorization
   c) After the authorization has been sent back by the approver

Lesson 2: Summary

2 Travel Authorizations

In this lesson, you learned:

- Create and submit a Travel Authorization
- View Travel Authorization status
- Cancel or delete a Travel Authorization

Lesson 3: Introduction

3 Cash Advances

This lesson covers the following topics:

- Create and submit a Cash Advance request
- View Cash Advance status

Creating and Submitting a Cash Advance Request

A cash advance for employees can be requested for travel and other business expenses, in accordance with State and agency policy. Agency employees are not suppliers, and cannot be paid via regular voucher, including Petty Cash.

While the Travel Authorization page contains a link to access the Cash Advance page, the Cash Advance is a separate request from both the Travel Authorization and Expense Report and has a separate approval process. Once a Cash Advance is approved, Cardinal creates related accounting entries, based on the employee’s profile.

The distribution for Cash Advances comes from the ChartFields set up on the Employee Profile. They are not visible on the **Create Cash Advance** page to be viewed nor modified.

Employees receive approved advances by check or deposit to their bank accounts. Employee bank account information is uploaded into Cardinal from CIPPS daily and can only be viewed by the Department of Accounts (DOA) EDI Coordinator.

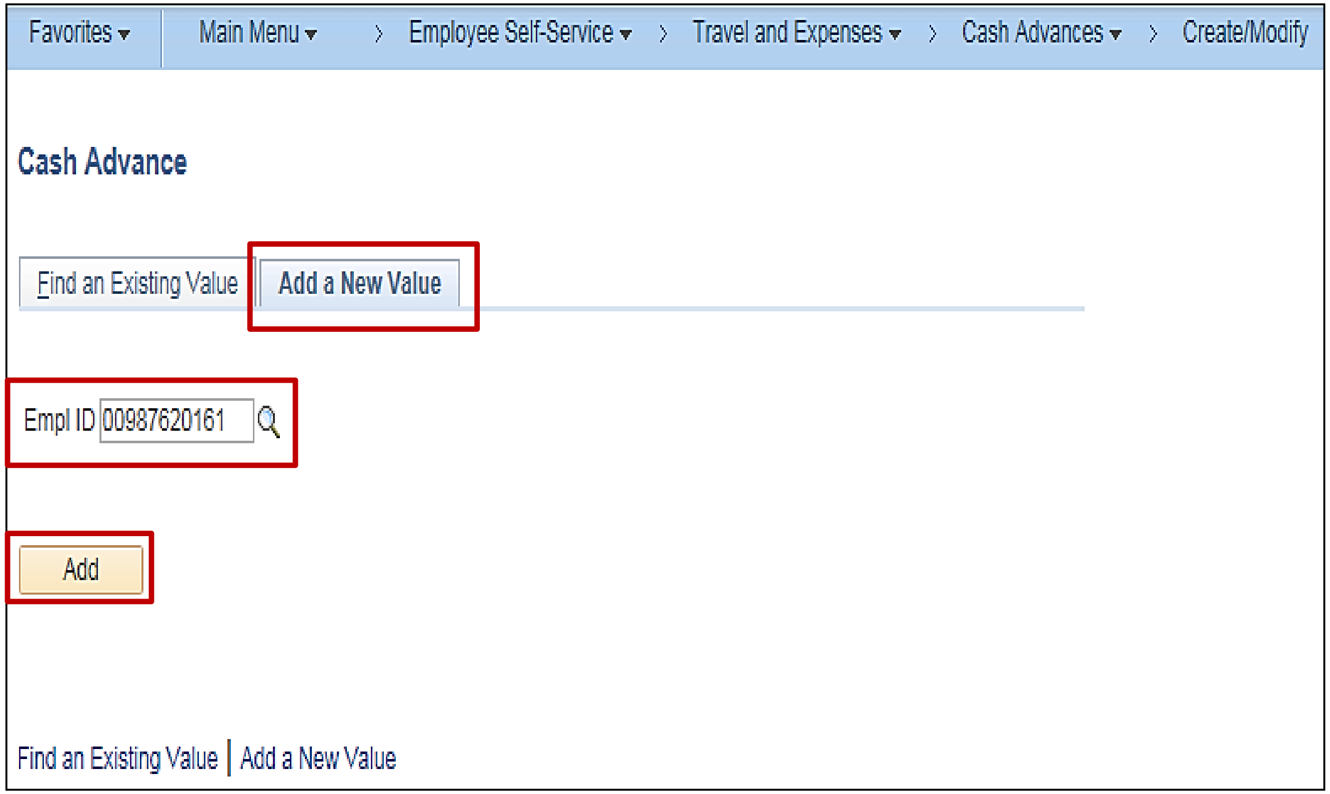
Creating a Cash Advance Request

To create a cash advance not associated with a travel authorization, access the **Create Cash Advance** page, using the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advances > Create/Modify

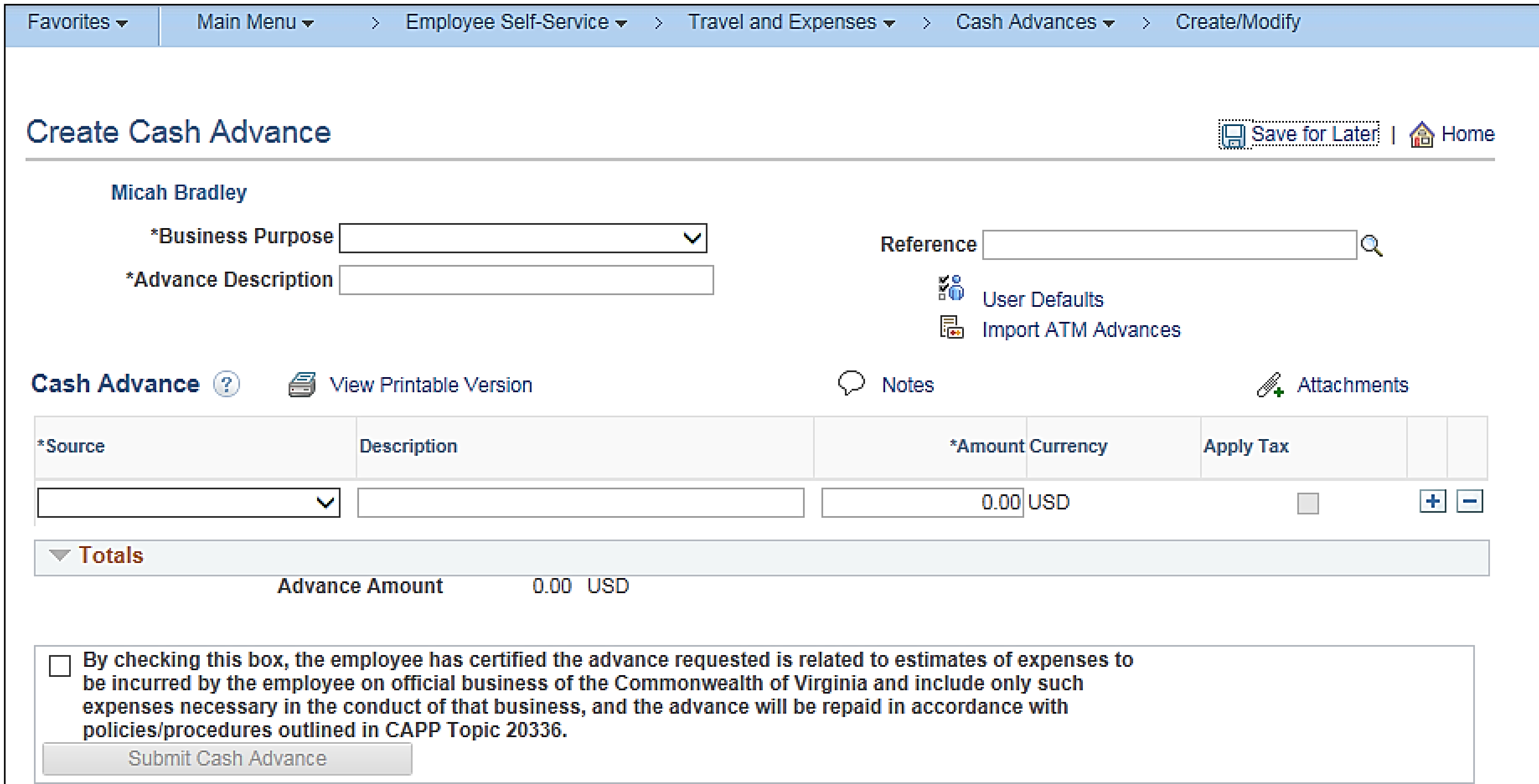
On the **Add a New Value** tab, enter or search for the **Empl ID**.

Click the **Add** button.



Creating a Cash Advance Request (continued)

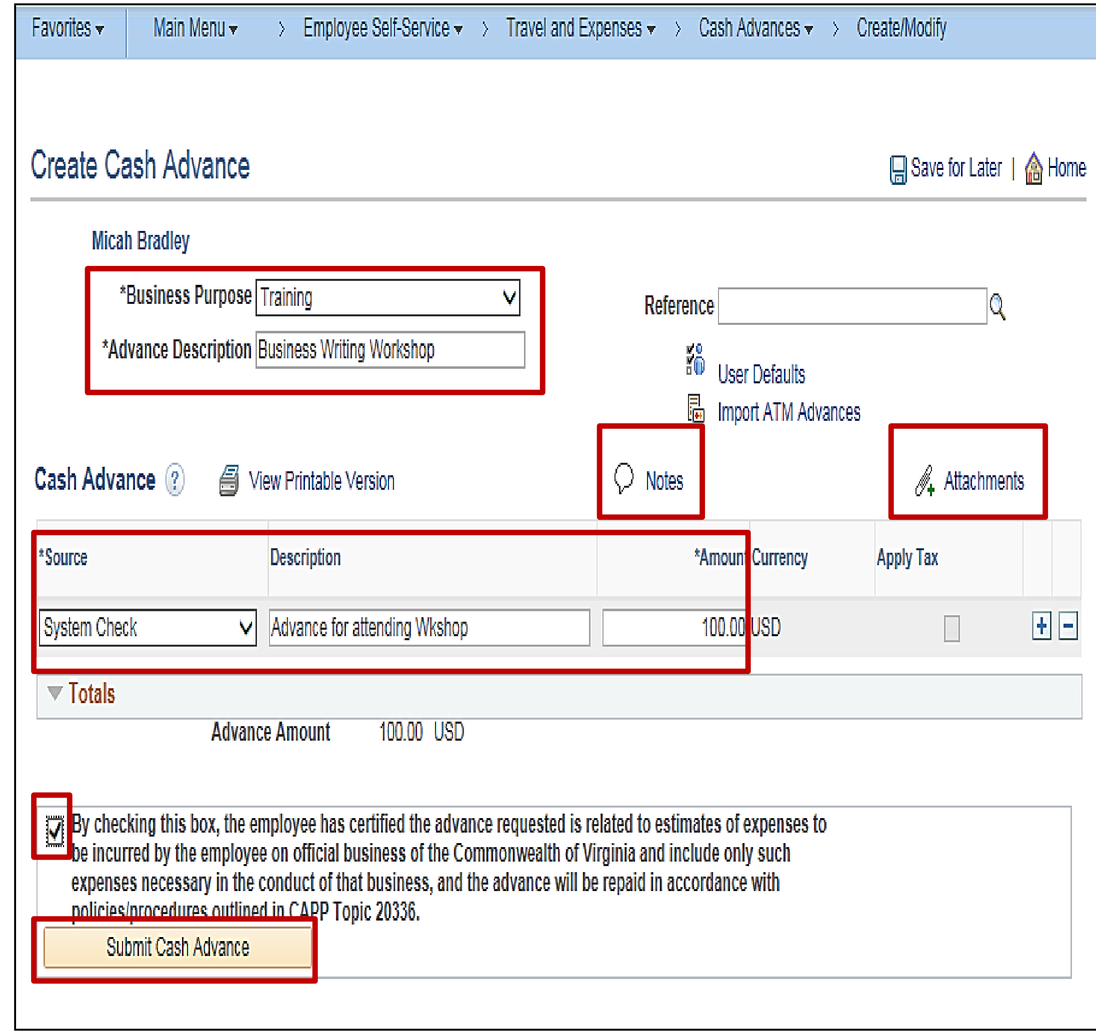
The **Create Cash Advance** page displays. Use this page to enter the Cash Advance request information.



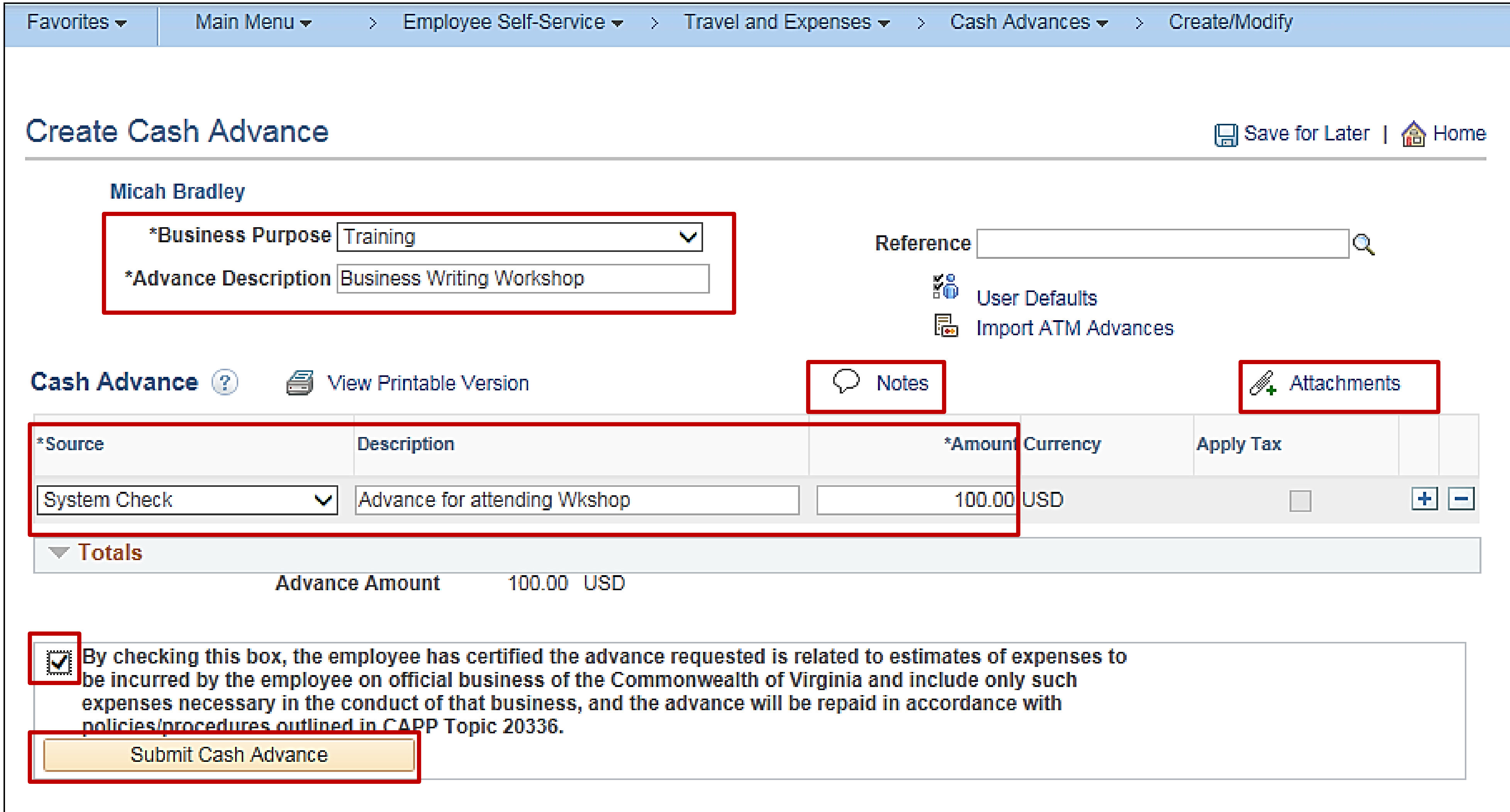
Creating a Cash Advance Request (continued)

The following fields should be used when entering a Cash Advance request:

- **Business Purpose:** Select the business purpose for the advance.
- **Advance Description:** Enter a description for the Cash Advance request.
- **Source:** Select **System Check**. This is not necessarily how the employee will receive payment. Payment method is determined by the employee profile setup.
- **Description** field next to the **Source:** Used to capture additional information about the request if needed.
- **Amount:** Enter the amount of the advance.
- **Notes** icon: Click this to add any notes related to the cash advance if necessary.
- **Attachments** icon: Click this to add any attachments to the cash advance if necessary. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.



Creating a Cash Advance Request (continued)



Saving a Cash Advance Request

After completing a Cash Advance request choose **Save for Later** or **Submit**.

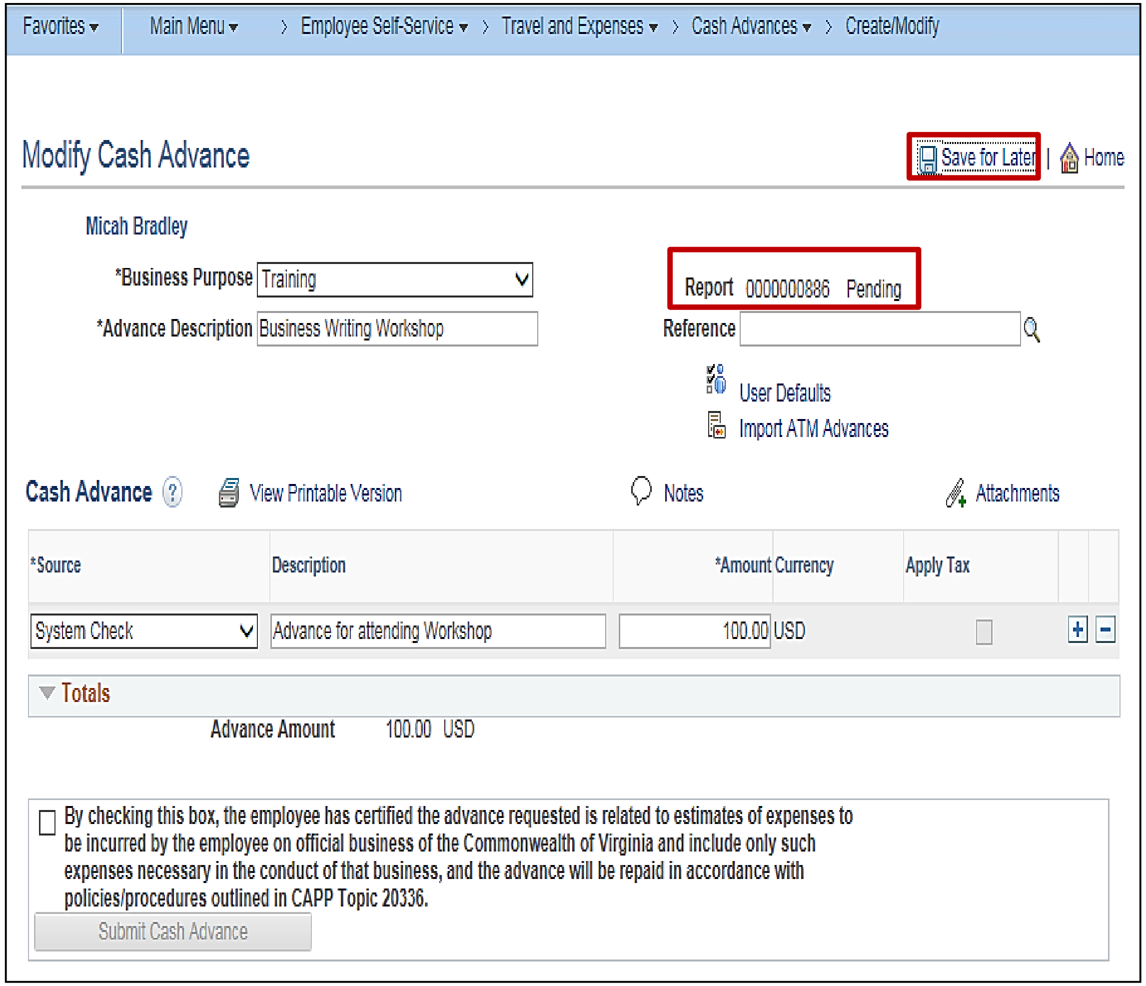
To save the request:

- Click the **Save for Later** link at the top of the page. The request must be submitted to go through the approval process.
- When the **Save for Later** link is clicked, Cardinal assigns a **Report** ID and the advance is saved with a **Pending** status. The page changes to **Modify Cash Advance**.

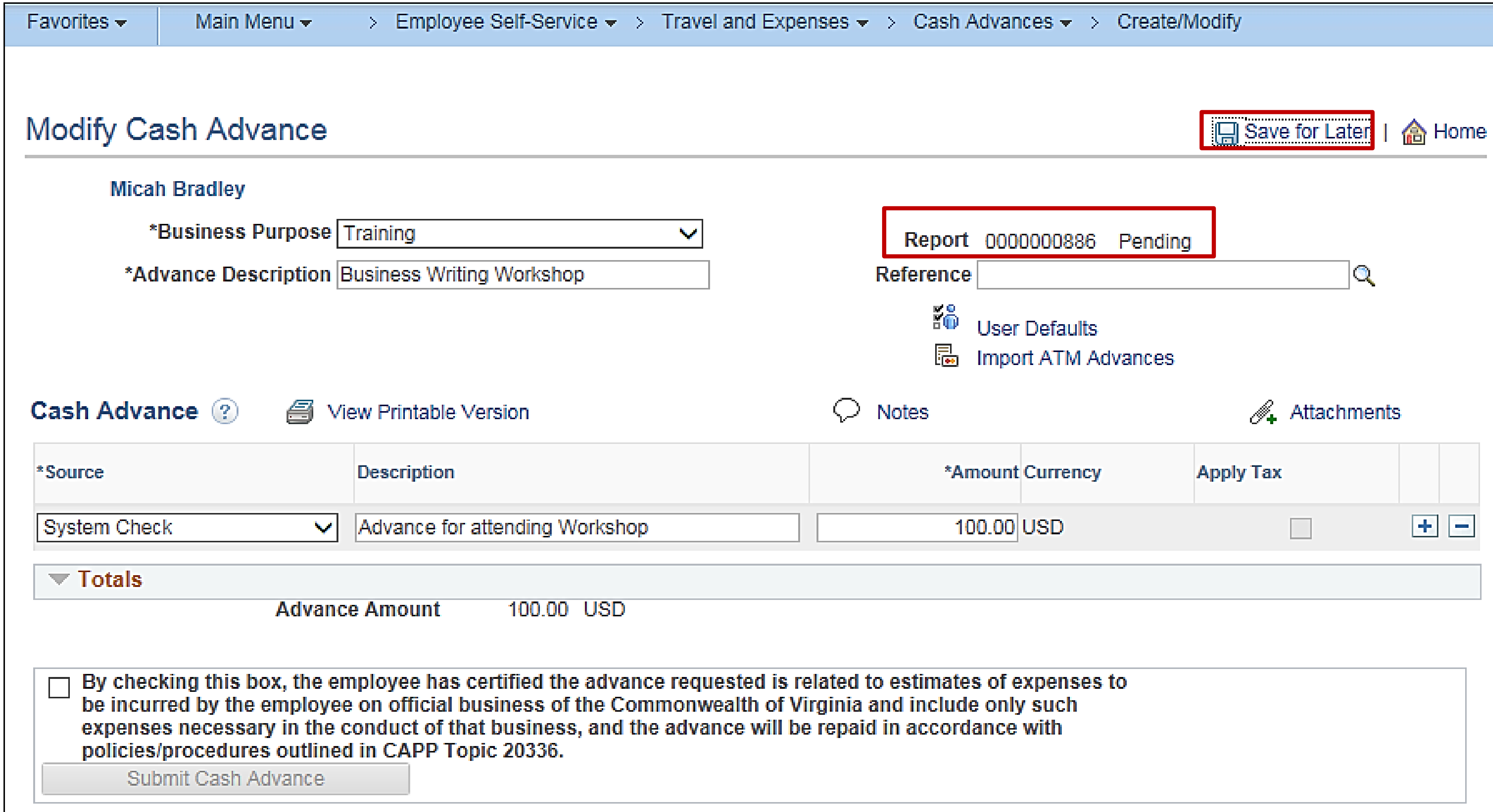
Access the **Modify Cash Advance Report** page using following path:

Main Menu > Employee Self Service > Travel and Expense Center > Cash Advances > Create/Modify

Click the **Find an Existing Value** tab and enter the **Authorization ID** to access the Cash Advance and make revisions.



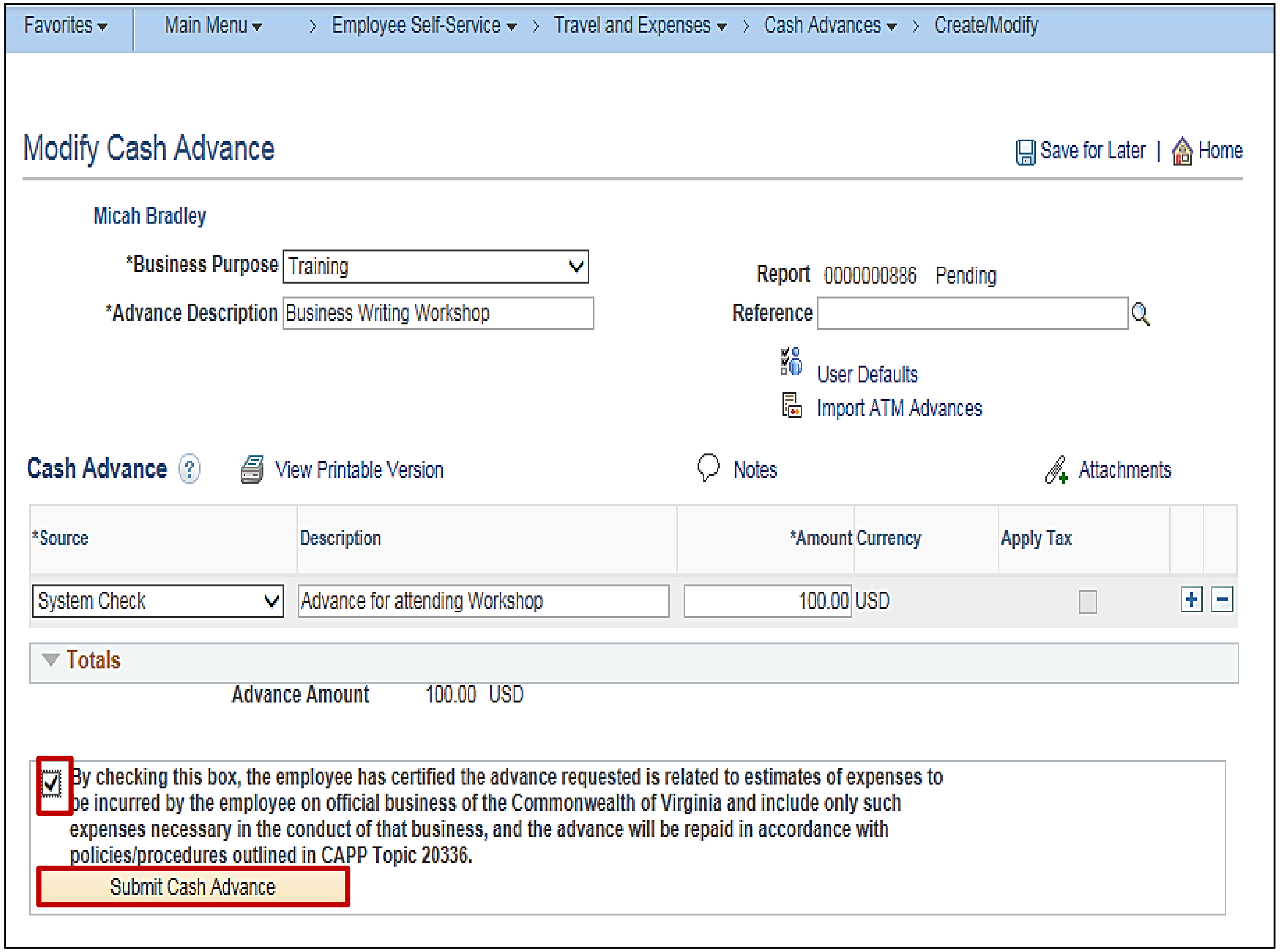
Saving a Cash Advance Request (continued)



Submitting a Cash Advance Request

To submit the request:

- Click the certification checkbox. The **Submit Cash Advance** button is enabled.
- Click the **Submit Cash Advance** button.
- A **Submit Confirmation** pop-up window displays.
- Click the **OK** button to confirm the submission.

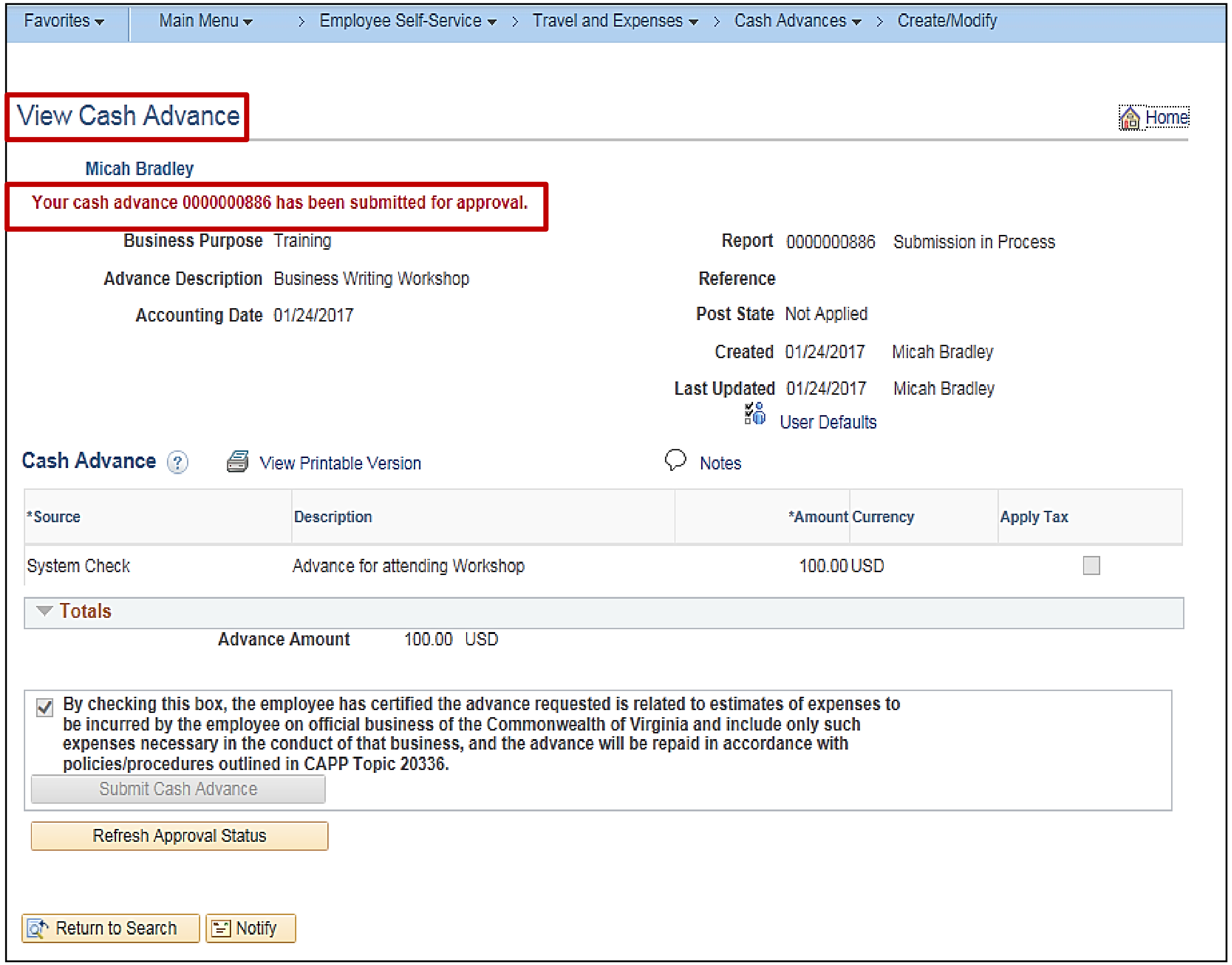


Submitting a Cash Advance Request (continued)

After the Cash Advance has been successfully submitted:

- A message displays in red indicating the Cash Advance has been submitted for approval.
- The page changes from **Create Cash Advance** to **View Cash Advance**.

The Cash Advance request must be submitted to go through the approval workflow. Cardinal uses workflow to route the request to the approver's worklist. If more than one approval is required, the request automatically routes to the designated approver(s).



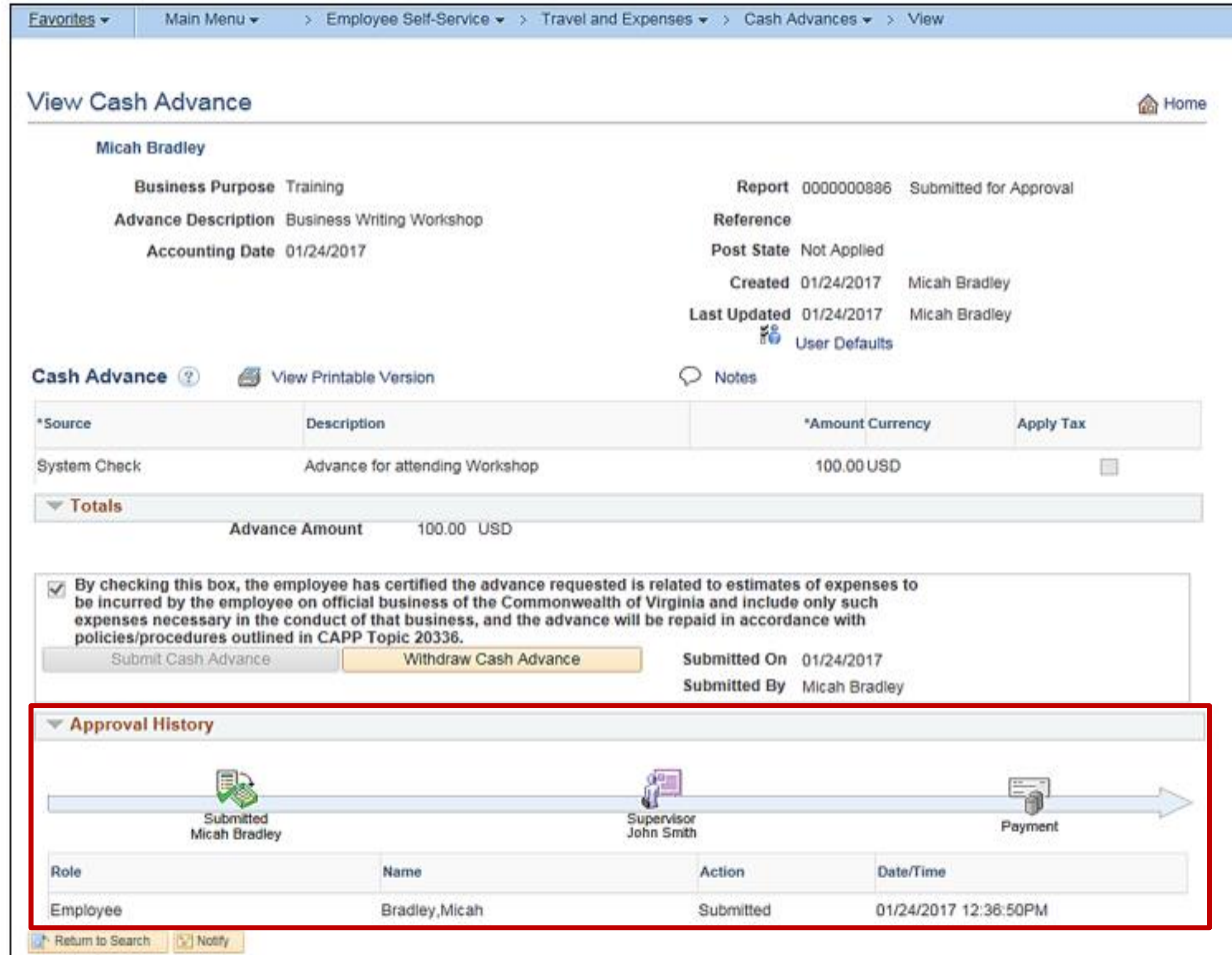
Viewing the Cash Advance Status

Once save or submit Cash Advance request has been executed, proxies for the employee can view the status on the **View Cash Advance Report** page. Access this page using the following path:

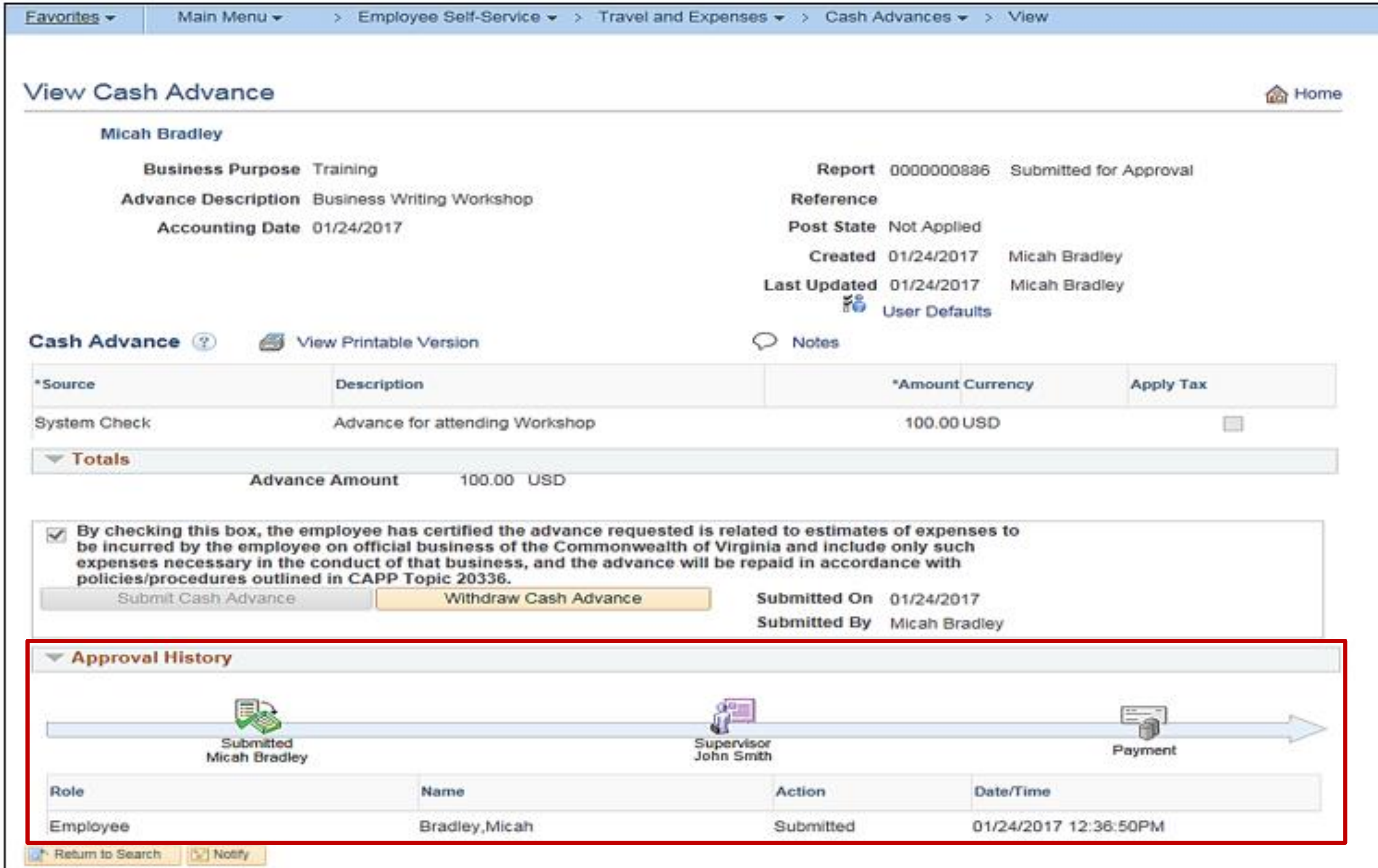
Main Menu > Employee Self Service > Travel and Expense Center > Cash Advances > View

The current status displays next to the **Report** number field.

The **Approval History** section, at the bottom of the page, provides a history of the submission, approval(s), and Payment. Completed actions are marked with a green checkmark.



Viewing the Cash Advance Status (continued)



Updating/Canceling and Deleting a Cash Advance

If necessary, an existing Cash Advance can be updated by the proxy if it has been:

- Saved, but not submitted for approval
- Withdrawn from approval after submission, but before the approver has taken action
- Sent back by an approver

A Cash Advance can be **deleted** if it has been:

- Saved but not submitted for approval
- Sent back by the approver
- Denied by the approver

A **deleted** cash advance cannot be viewed.

For more detailed information about updating and deleting a cash advance, see the job aid entitled **SW AP315: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Training**.

Lesson 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. You can use the link on the Travel Authorization page to access the Cash Advance request page or navigate directly to the Cash Advance page to enter a request.

   True or False

2. In Cardinal, petty cash can be used to reimburse your agency's employees for business related travel and expense reimbursements.

   True or False

Lesson 3: Summary

3 Processing Employee Expenses Overview

In this lesson, you learned:

- Create and submit a Travel Authorization
- View Travel Authorization status
- Cancel or delete a Travel Authorization

Lesson 4: Introduction

4 Expense Reports

This lesson covers the following topics:

- Create and submit a Expense Report online
- Viewing an Expense Report
- Updating an Expense Report

Creating an Expense Report

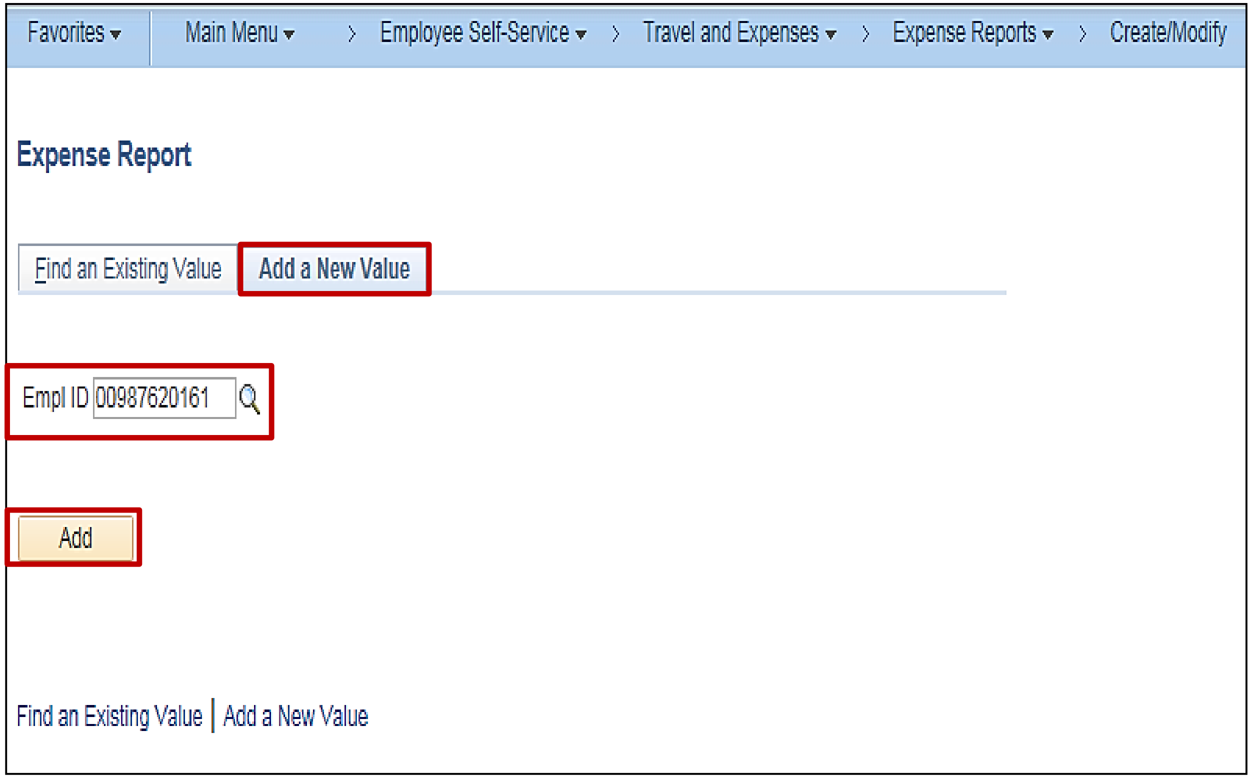
To access the **Expense Report** page, use the following path:

Main Menu > Employee Self Service > Travel and Expense Center > Expense Reports > Create/Modify

On the **Add a New Value** tab, enter the employee's **Employee ID** in the **Empl ID** field.

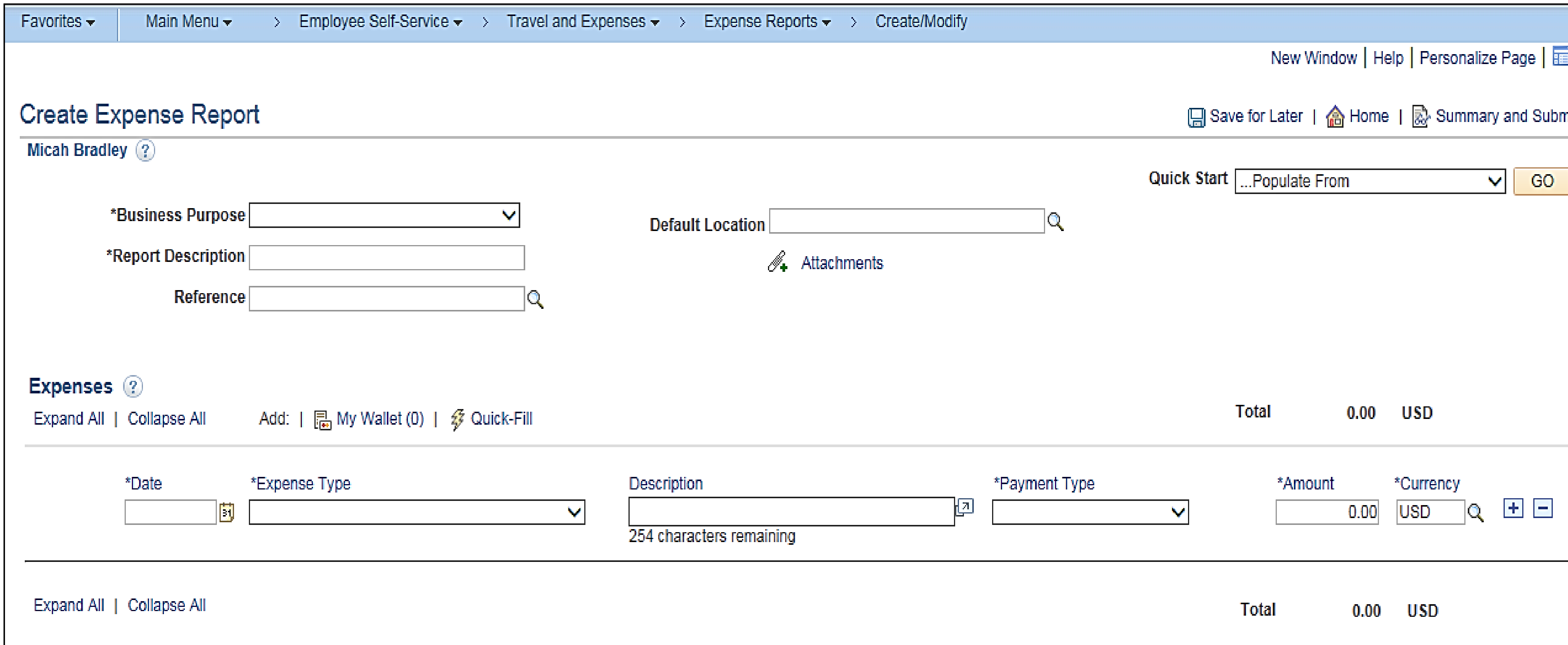
Click the **Add** button.

If authorized to enter transactions for only one employee, the **Add a New Value** tab will not be displayed. Cardinal goes directly to the **Create Report Entry** page for that employee.



Creating an Expense Report (continued)

The **Create Expense Report** page displays. Notice that the **Create Expense Report** page contains data similar to that on the **Create Travel Authorization** page. If copying from a Template, Travel Authorization, or another Expense Report, some fields default based on the source information.

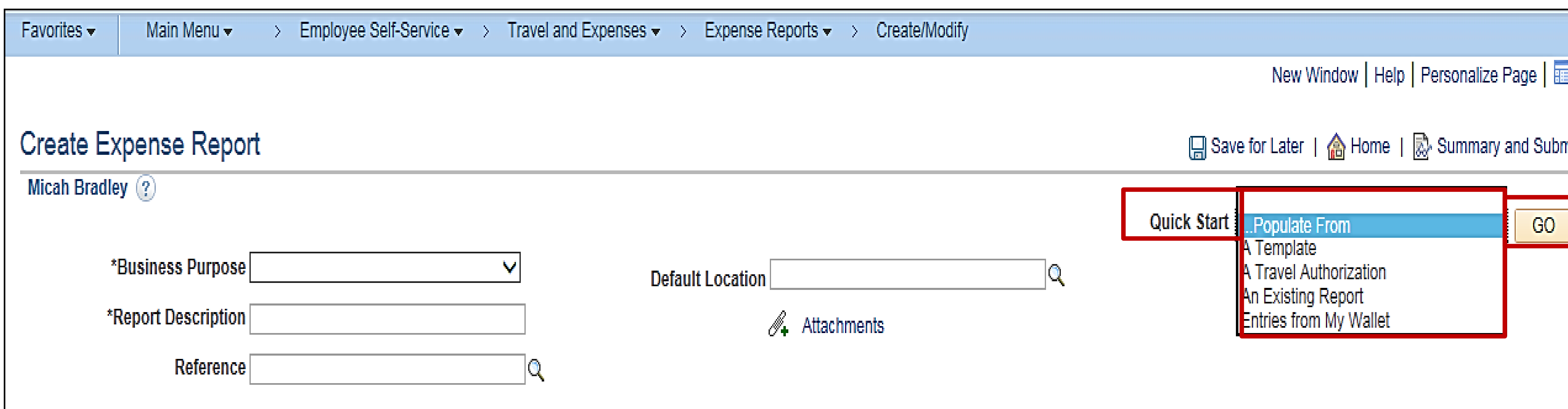


Creating an Expense Report (continued)

When entering an Expense Report, start with a blank expense report or select the appropriate option from the **Quick Start** drop-down menu:

- **A Template -** Allows selecting the desired Expense Report template to copy. For more detailed information about setting up and using templates, see the job aid entitled **SW AP315: Creating an Expense Template** located on the Cardinal website in **Job Aids** under **Training**.
- **A Travel Authorization -** Opens the **Populate From A Travel Authorization** page which allows copying all data from a **Travel Authorization**, including accounting distributions.
- **An Existing Report -** Displays the **Copy From an Existing Expense Report** page, which allows copying all data from an **Expense Report**, including accounting distributions.
- **Entries from My Wallet -** This option is not used in Cardinal.

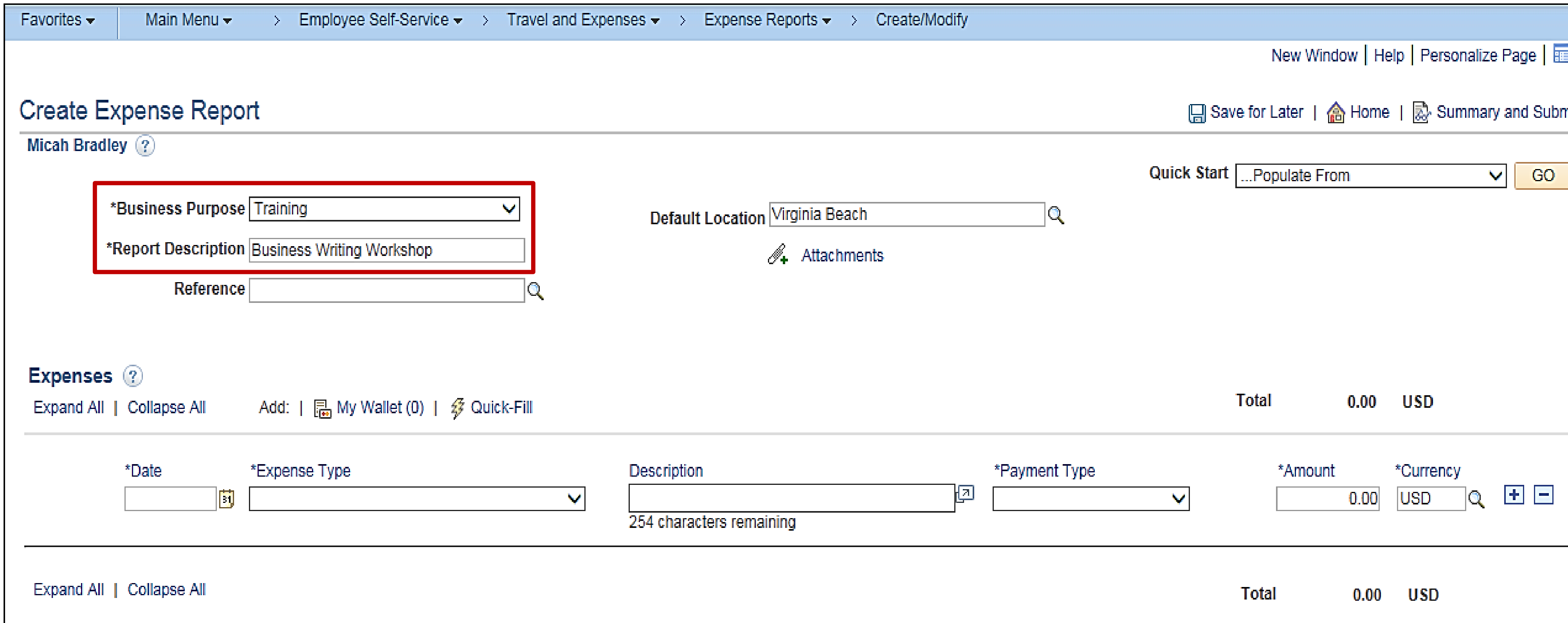
If you select an option from the **Quick Start** menu, click the **Go** button to access it.



General Information Section

For this scenario, we will create a blank expense report, so no options are chosen from the **Quick Start** menu.

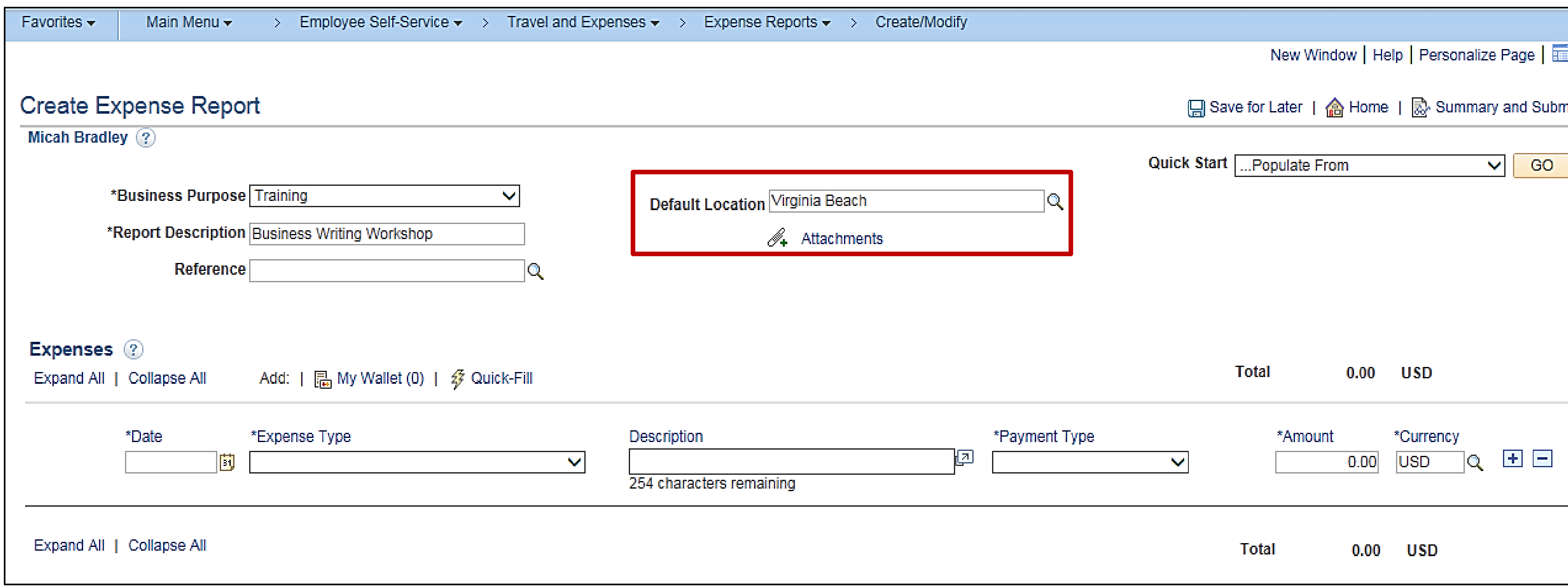
Select a **Business Purpose** using the drop-down menu and enter a **Description**.



General Information Section (continued)

An entry in the **Default Location** field defaults the location on the expense lines where location is required but can be changed as needed when keying the individual expense lines. The Location is needed for the calculation of the standard rates for Lodging, Meals and Incidentals, and Mileage. It can be entered it here to default on all the lines, or enter it on each individual line when keying the Details. If the location you need is not on the list, select **In State Standard** or **Out of State Standard** as appropriate.

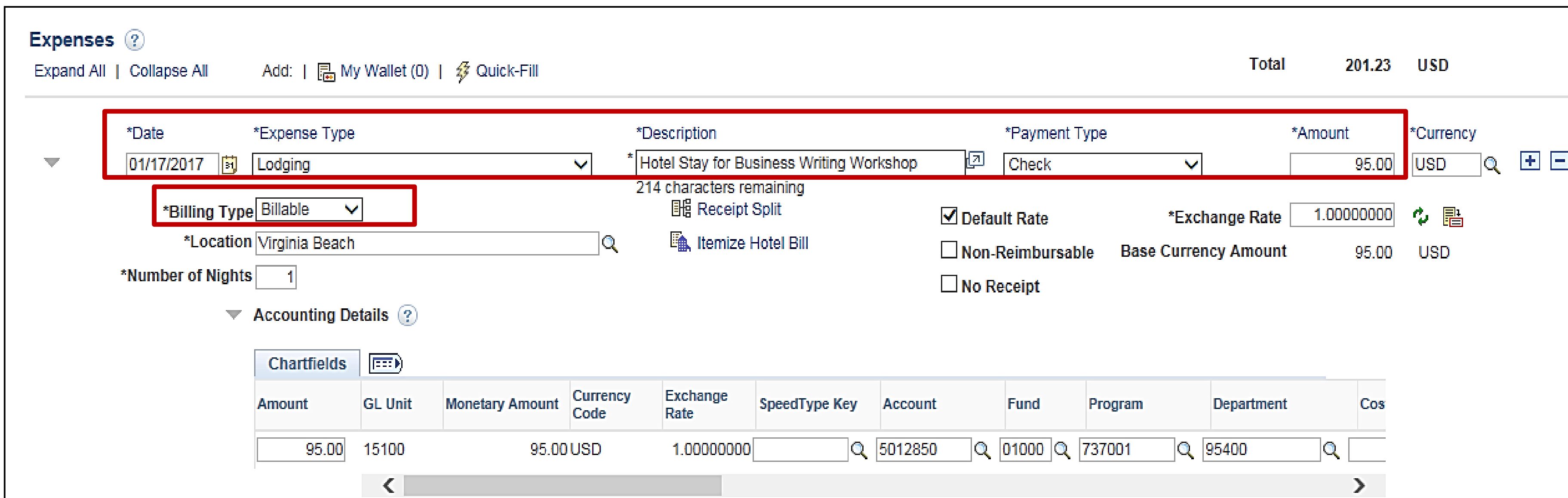
See the job aid entitled **SW 315A Tips for Entering Employee Expenses – Online Agency** for more information about entering expenses into Cardinal.



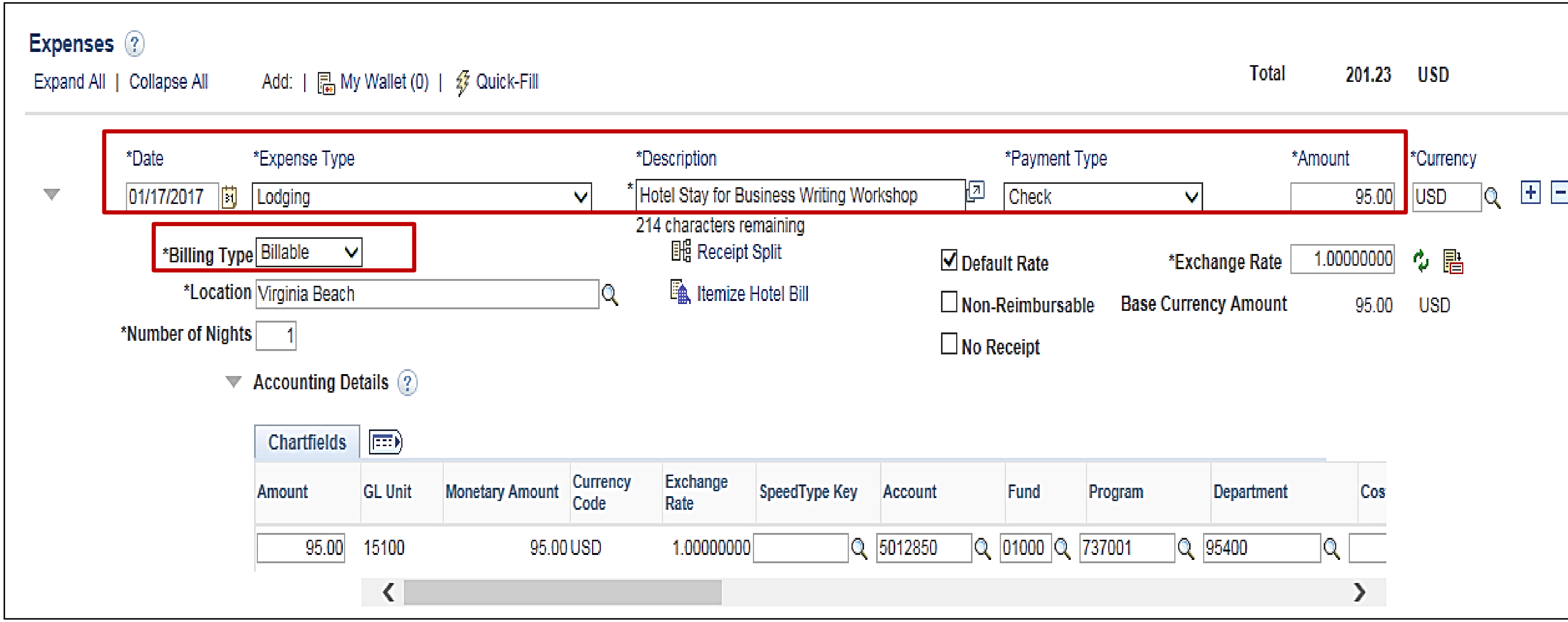
Entering Expense Details

The **Expenses** section of the page is where the details for the expenses incurred are entered. Enter one line for each expense type. The example below shows the **Lodging** expense type:

- **Date -** Enter or select the date the expense was incurred.
- **Expense Type -** Select the expense type. In this example, **Lodging** is selected.
- **Description -** Enter a description associated with the **Expense Type**.
- **Payment Type:** Select **Check**. The method of payment to the employee, which is determined from employee profile setup.
- **Amount -** Enter the amount spent for the expense type selected.
- **Currency -** Defaults to **USD**.
- **Billing Type -** Field defaults to **Billable**.



Entering Expense Details (continued)

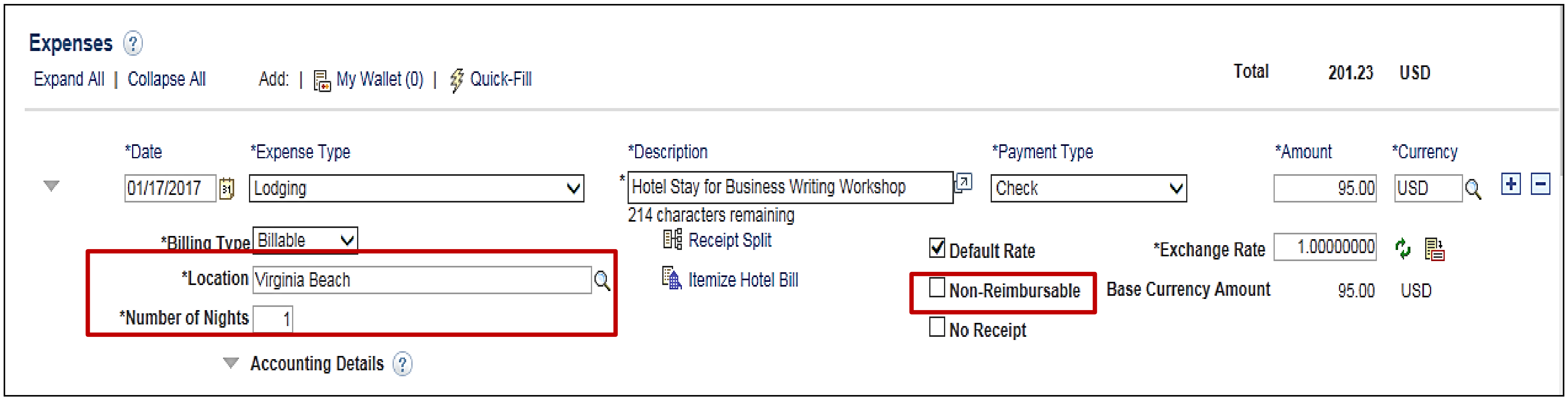


Entering Expense Details (continued)

- **Location -** Populates based on the **Default Location** selected in the header section and can be changed as appropriate and can also be entered if no **Default Location** was entered on the Header. Location is used for **Lodging** to calculate the State Standard lodging rates.
- **Number or Nights -** If your hotel stay involves more than one night, you can enter the total amount for the entire stay (less fees and taxes) or enter one line for each day.
- **Non-Reimbursable -** checkbox field to indicate expenses that the employee should not be reimbursed for. Check this box for any expense that is direct billed to the agency or paid by someone other than the employee.

For more detailed information about entering expenses into Cardinal, see the job aid entitled **SW 315A Tips for Entering Employee Expenses - Online Agency** located on the Cardinal website in **Job Aids** under **Training**.

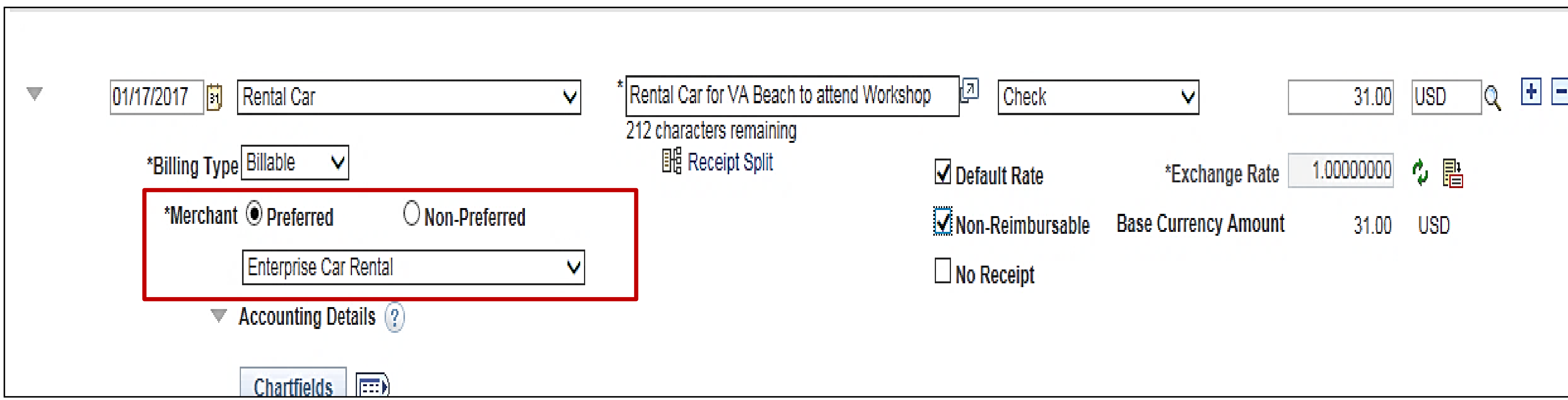
For more detailed information about each Expense Type and its required fields, see the job aid entitled **SW AP315A: Expense Type Coding – Online Agency** located on the Cardinal website in **Job Aids** under **Training**.



Rental Car Expense Type – Preferred

The Department of General Services, Office of Fleet Management Services (OFMS), maintains a contract with Enterprise Leasing to provide vehicles for short term travel by state employees. **Enterprise Car Rental** is configured as a **Preferred** in Cardinal.

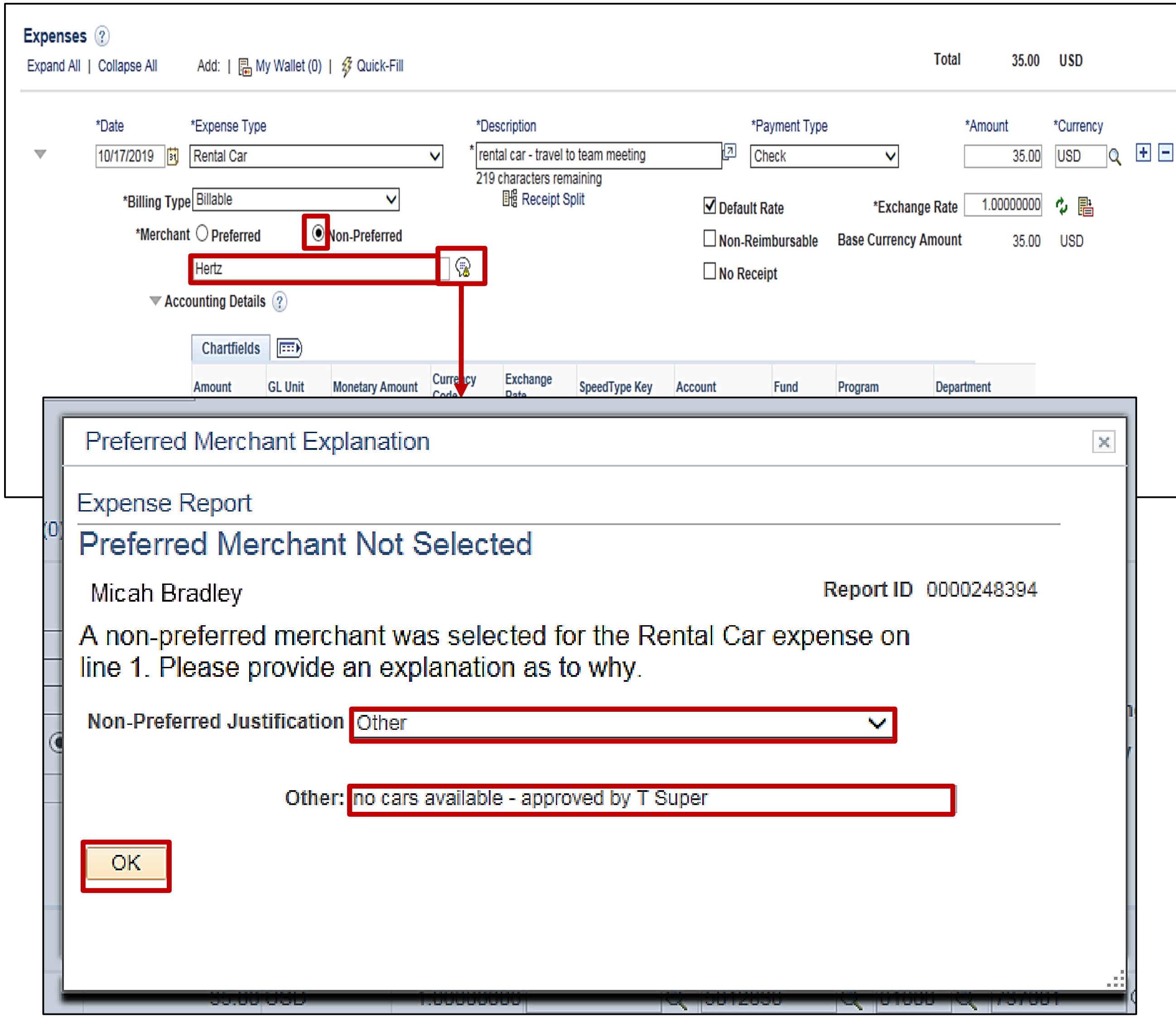
If Enterprise Car Rental was used, select the **Preferred** button and select **Enterprise Car Rental** in the drop down menu.



Rental Car Expense Type – Non-Preferred

If the preferred rental agency was not used, select the **Non-Preferred** button and follow the steps below:

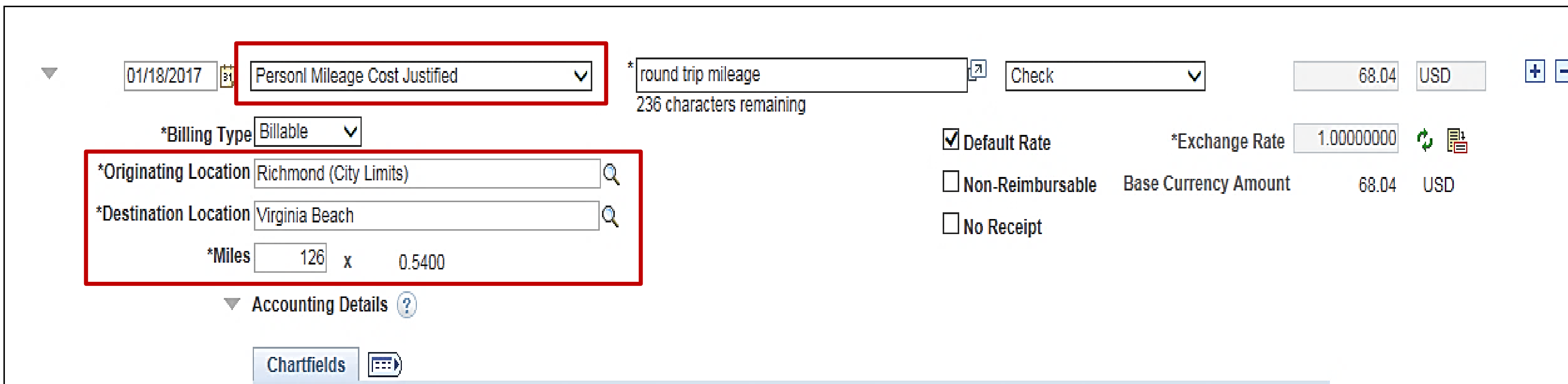
- A blank field displays.
- Enter the rental car Merchant name in the field.
- Tab out of the field.
- A comment icon displays next to the field.
- Click the comment icon
- The **Preferred Merchant Explanation** pop-up window displays:
  - In the **Non-Preferred Justification** drop-down menu select **Other** (this is the only selection).
  - In the **Other** field (holds a maximum of 60 characters), provide a brief explanation for the reason for the using the Non-Preferred merchant.
  - Click the **OK** button to return to the expense report.



Expense Type

Mileage Expense Types include **Personal Mileage Convenience**, **Personl Mileage Cost Justified**, and **Personl Mileage Over 15K Miles**. The usage of each is defined in DOA's Cardinal CAPP (Commonwealth Accounting Policy and Procedures) Manual Topic 20335.

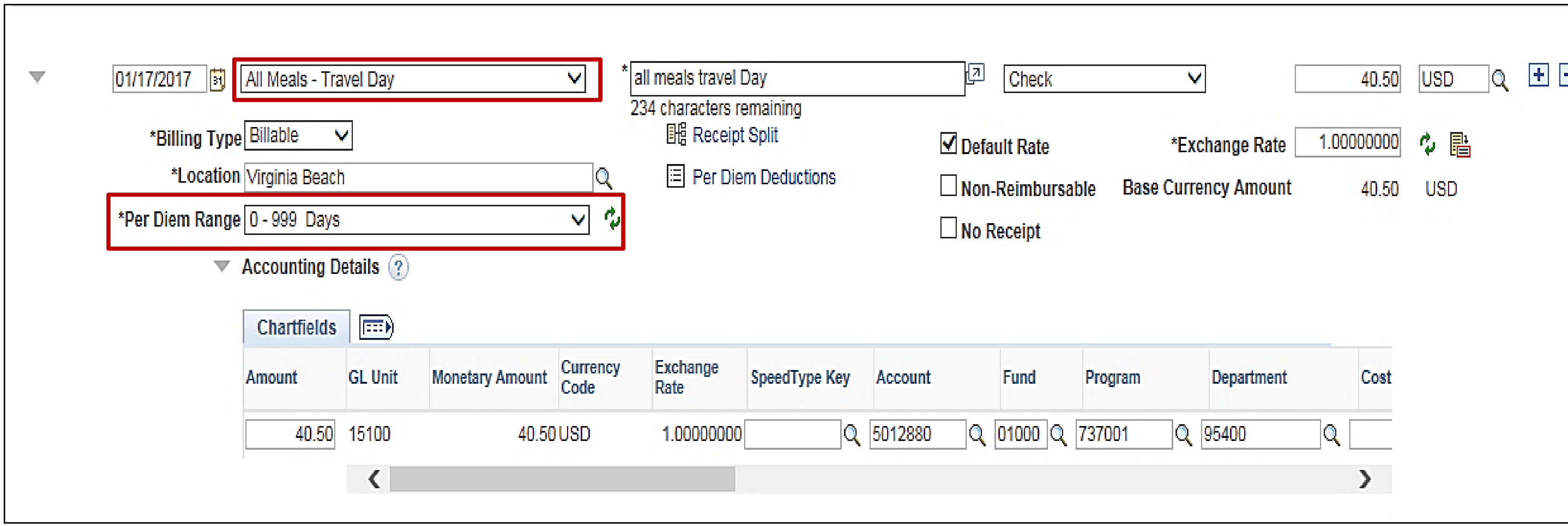
In Cardinal, when any of the mileage Expense Types are selected, entering the number of **Miles is required**, the **Originating Location**, and the **Destination Location**. Cardinal is configured with the state mileage rates and calculates the **Amount** based on these inputs.



Per Diem Range field

Cardinal is configured with the per diems for all meal types based on location. If your agency requires the use of the actual amounts, the per diem amount can be overridden up to the amount of the approved per diem.

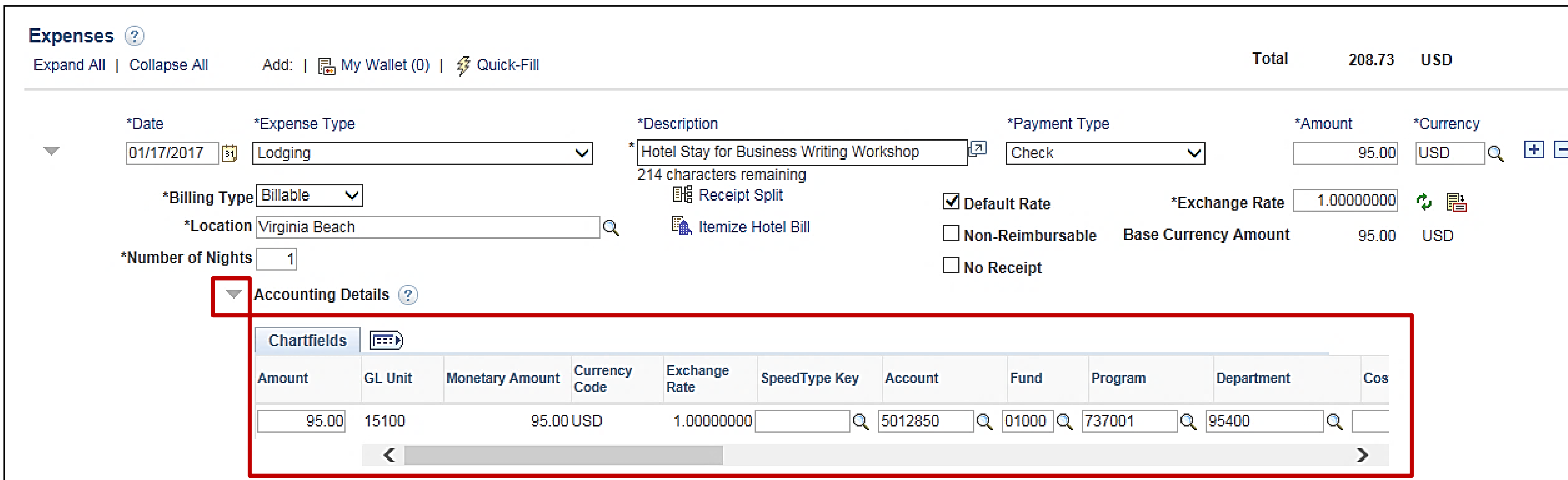
Be sure to select **0 – 999 Days** in the **Per Diem Range** field if it does not default.



Accounting Details Information

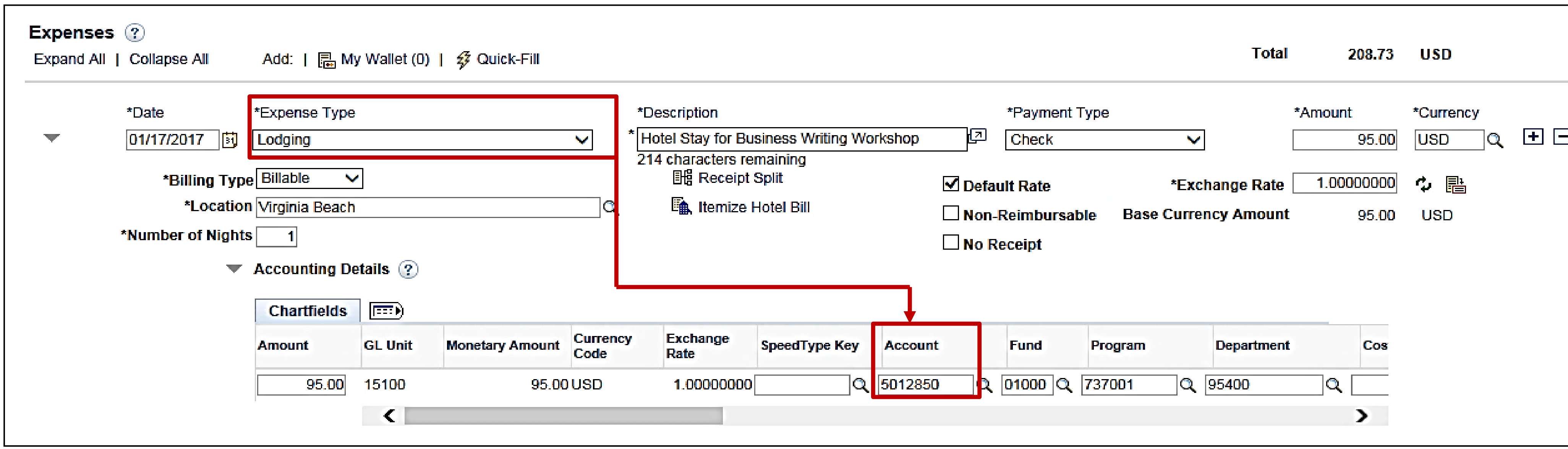
The accounting distribution populates for each expense line on the Expense Report. The Accounting Details section of the line defaults as expanded. If it is not expanded, click the **Expand Accounting Lines** icon to view it. The distribution defaults from the employee's profile and the Expense Type chosen. If a template was used or copied the Expense Report ChartFields from a Travel Authorization, the accounting details default. Use those entries or update them if necessary.

In this example, the employee profile defaults to a specific **Fund**, **Program**, and **Departmen**t that should be charged. The **Account** field defaults based on the **Expense Type** on the expense line. The account displayed here is the account used for lodging charges, but can be updated. For example, the **Account** value can be updated from **5012850** to **5012270**. In this scenario, it will not updated.



Accounting Details Information (continued)

The **Account** value defaults on the distribution line based on the **Expense Type** selected, as all Expense Types have been configured with a set **Account** value. The **Account** value can be changed, if necessary, when creating the expense report in Cardinal. For a listing of Expense Types and their default **Account** value, see the job aid entitled, **SW AP315A Expense Type Coding**, located on the Cardinal website in **Job Aids**.



ChartField values other than **Account** also default on the expense report distribution line based on the employee's Default **ChartField Values** configuration on their **Employee Profile** page. These **CharfFields** can also be changed if necessary.

About Per Diem Meals

In Cardinal, per diem meals are configured in accordance with **Cardinal CAPP Manual Topic 20335**. Some key points about entering per diem meals in Cardinal include:

- On a travel departure or return day, meals and incidentals are calculated in Cardinal at 75% of the meal and incidentals rate by choosing the Travel Day Expense Type for meals or incidentals.

- Cardinal does not allow for per diem meal amounts to go above the per diem rate. Any questions regarding travel policy should be directed to the appropriate contact at your agency.

For more detailed information about entering expenses in Cardinal, see the job aid entitled **SW AP315A: Tips for Entering Employee Expenses - Online Agency** located on the Cardinal website in **Job Aids** under **Training**.

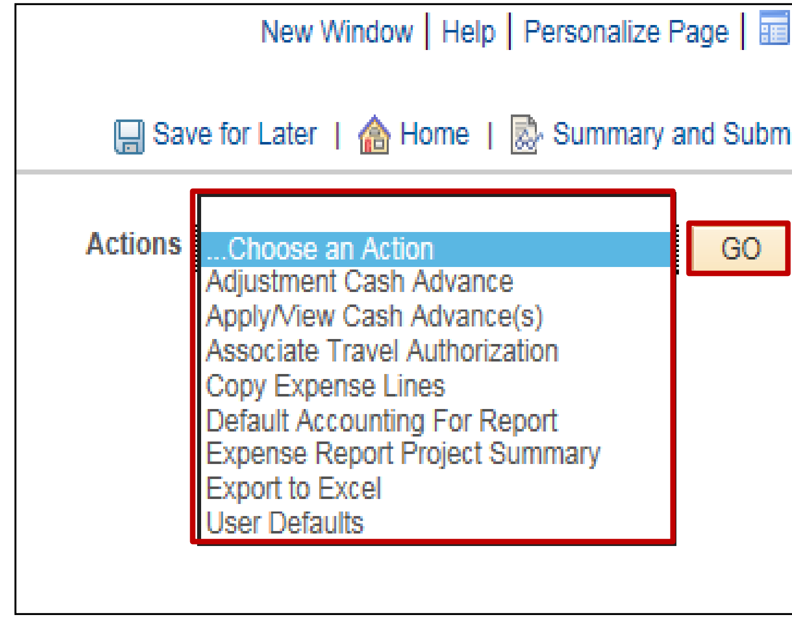
Actions Options

Once you start entering your expense report, the **Quick Start** menu changes to the **Actions** menu.

When you click the **Actions** drop-down menu, the following options are available for selection:

- **Adjustment Cash Advance –** Not used in Cardinal.
- **Apply/View Cash Advance(s) -** Use this option to apply a cash advance to the expense report.
- **Associate Travel Authorization - N**ot used in Cardinal.
- **Copy Expense Lines -** Use this option to copy expense lines.
- **Default Accounting For Report -** Opens a page which displays the accounting distribution that defaults from the employee profile.
- **Expense Report Project Summary -** Opens a pop-up window that displays any distributions related to a project on the expense report.
- **Export to Excel -** Allows the expense report information to be exported into Microsoft Excel.
- **User Defaults -** Opens the Employee Profile page for users who have access to enter/update the employee profile.

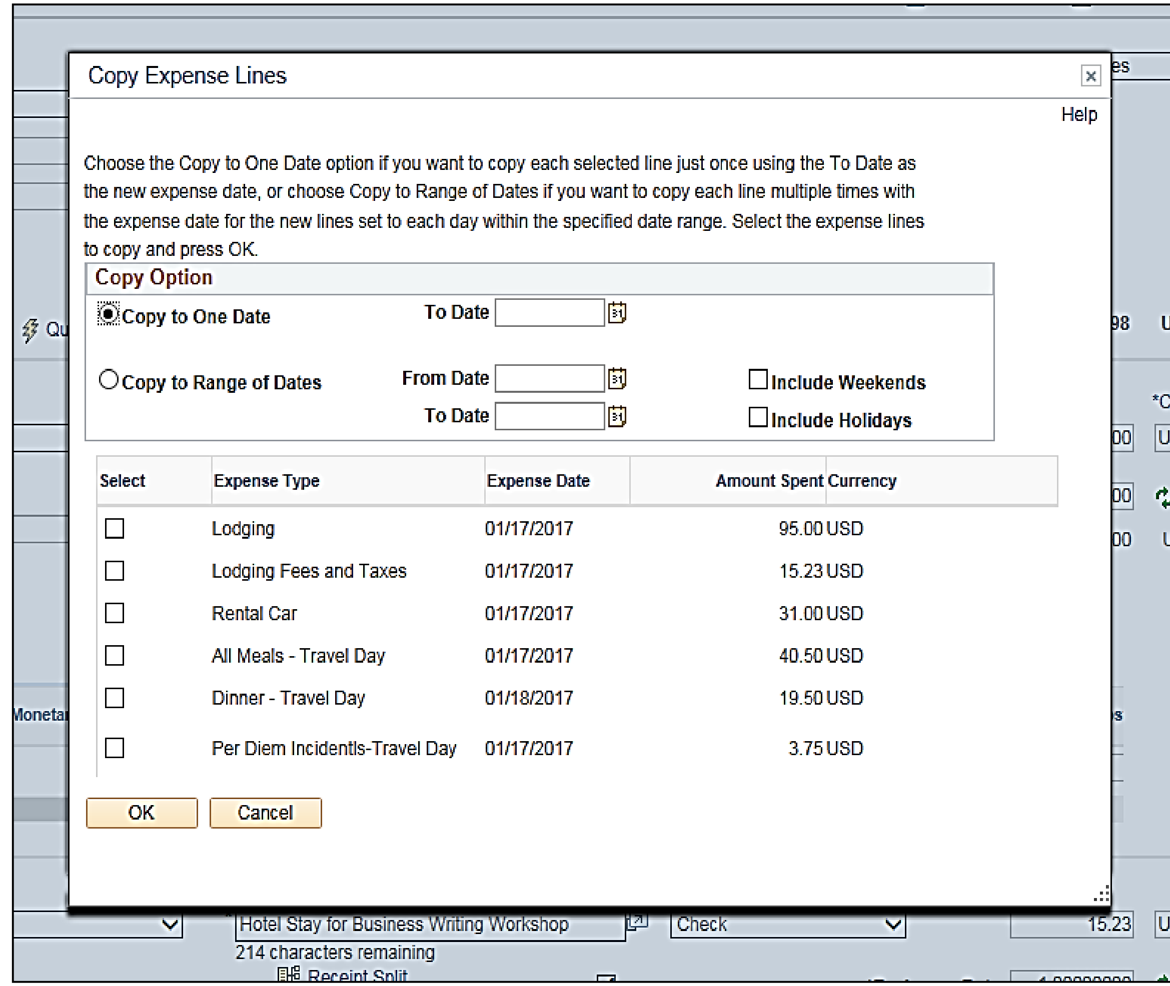
After selecting an option, click the **Go** button to execute.



Copying Expense Lines Option

Copy Expense Lines allows copying the information from one date or range of dates to another date or date range. Update the Expense Report **Date(s)** rather than keying in all of the fields on each line. To copy expense lines:

- Click the **Actions** field drop-down button.
- Select the **Copy Expense Lines** option.
- Click the **Go** button.
- The **Copy Expense Lines** pop-up window displays.
- Select the appropriate copy options.
- Click the **OK** button.

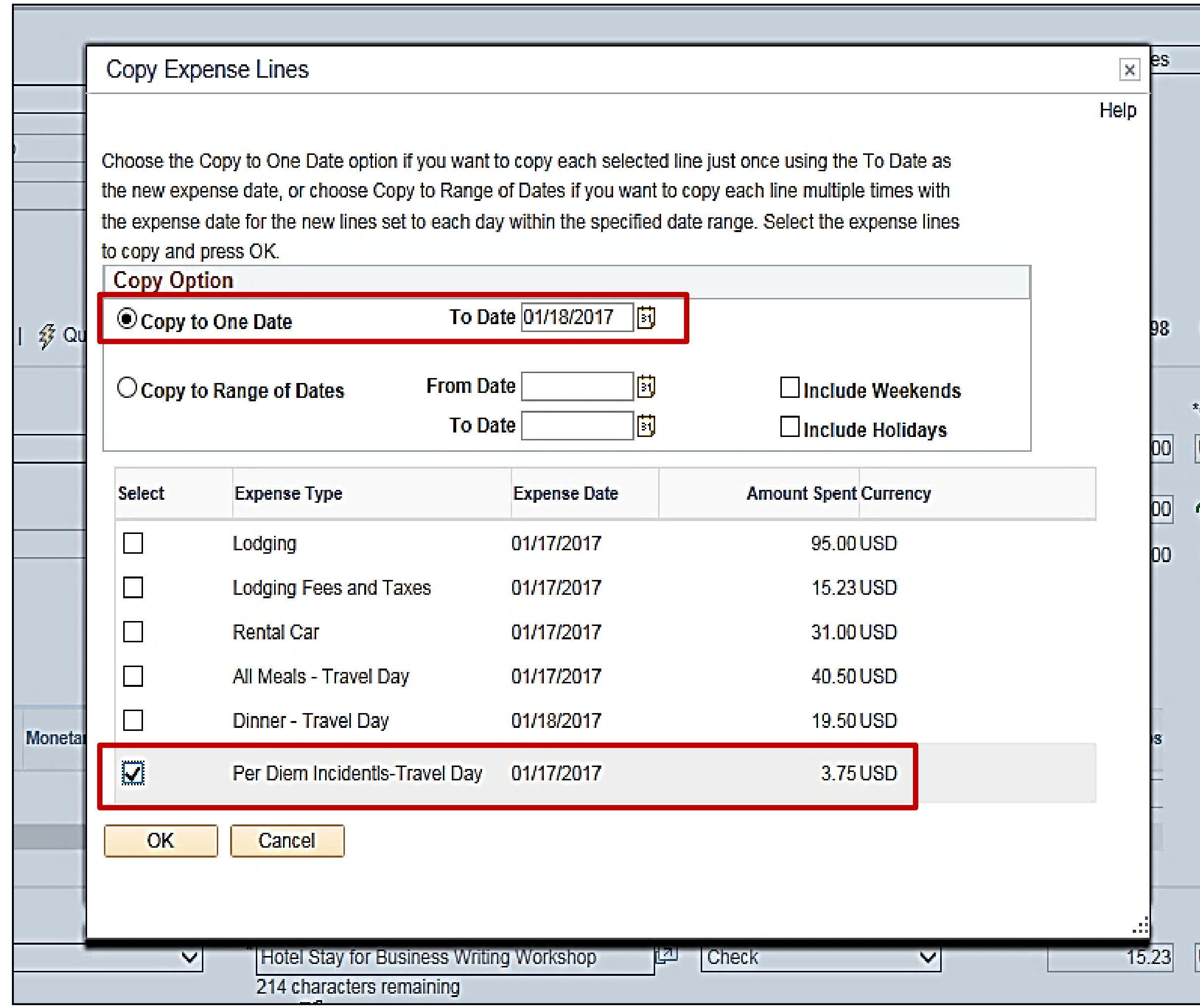


Copying Expense Lines Option (continued)

In this example, the **Per Diem Incidentals** line was selected to copy for one date. Alternatively, a range of dates could be copied.

After clicking the **OK** button, the lines are copied into the Expense Report based on your selection. Return to the lines copied into the Expense Report and correct the **Date** field.

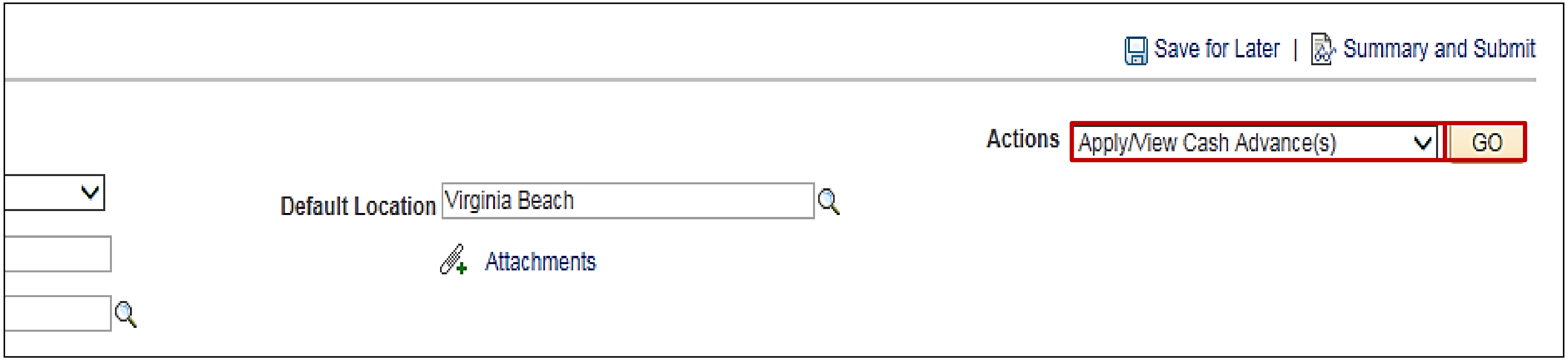
This feature can reduce the time it takes to enter an expense report.



Applying a Cash Advance to an Expense Report

If the employee received a Cash Advance for the travel, it must be applied to the Expense Report before you save it.

Apply a Cash Advance by selecting **Apply/View Cash Advance(s)** in the **Actions** drop-down menu list at the top of the **Create Expense Report** page. Then click the **Go** button.



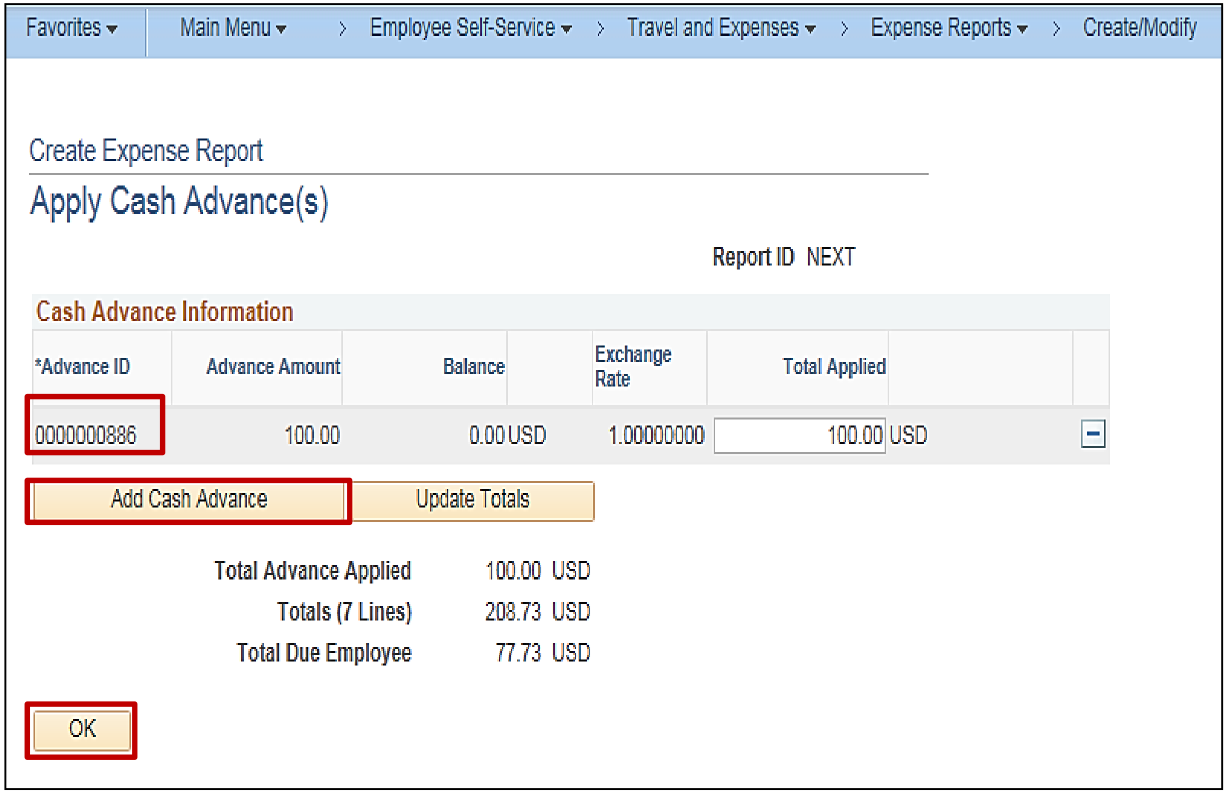
Applying a Cash Advance to an Expense Report (Continued)

The **Apply Cash Advance(s)** page displays. Enter or look up the **Advance ID**. All other values are auto-calculated. Make sure the advance is applied to the expense for which it was intended by reviewing the **Description** field. The **Description** field displays when selecting the Cash Advance.

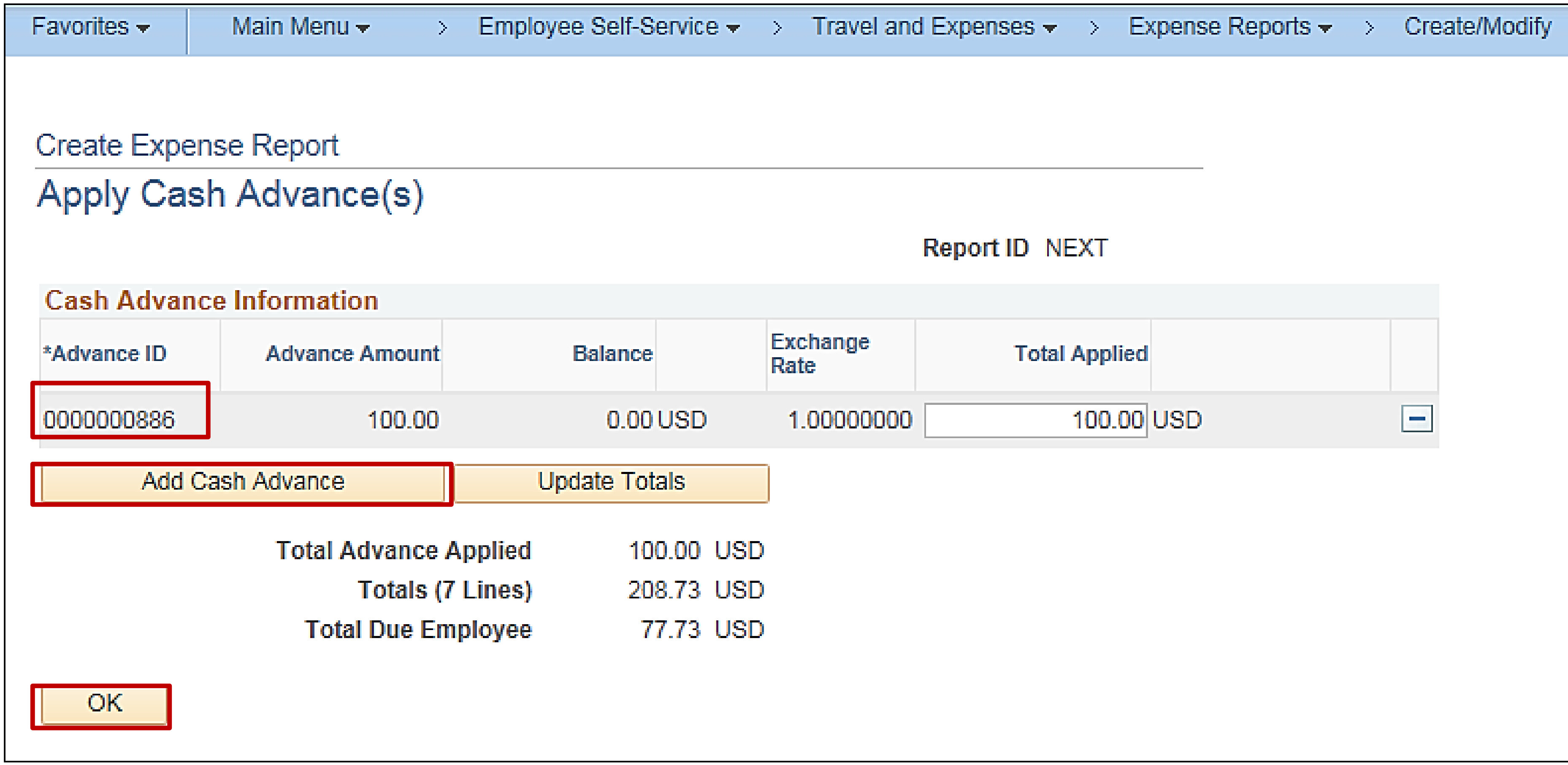
Click the **Add Cash Advance** button to add it to the Expense Report and click the **OK** button.

If the Cash Advance amount is more than the total amount of the Expense Report, only apply the amount of the Expense Report. The balance will need to be paid back to the Commonwealth.

For more detailed information about applying a cash advance to an expense report, see the job aid entitled **SW AP315: Applying and Reconciling a Cash Advance** located on the Cardinal website in **Job Aids** under **Training**.



Applying a Cash Advance to an Expense Report (continued)



Checking the Expense Report for Errors

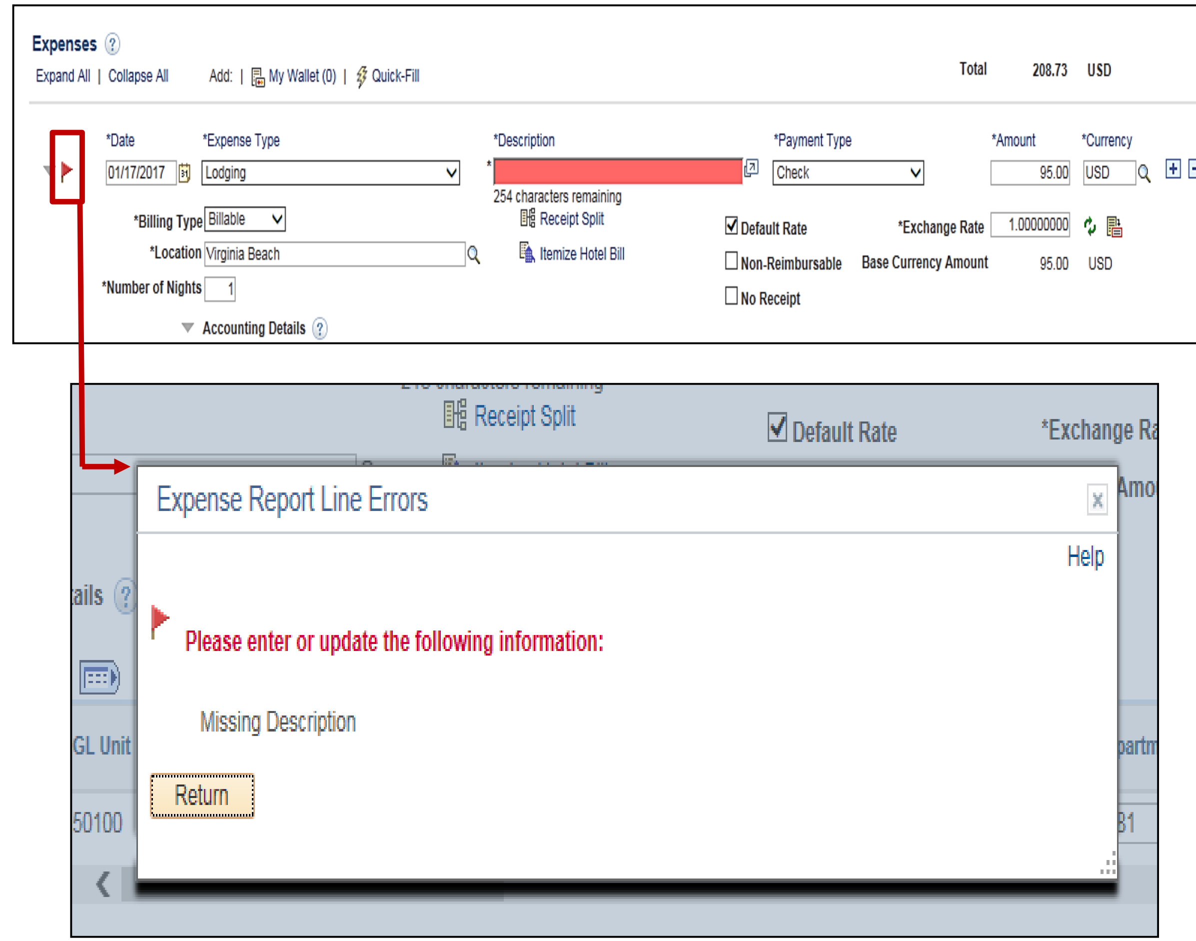
When an expense report is saved or submitted, Cardinal automatically checks it to identify any errors.

If errors exist, a red flag appears next to the expense line with an error and any applicable field(s) is highlighted in red.

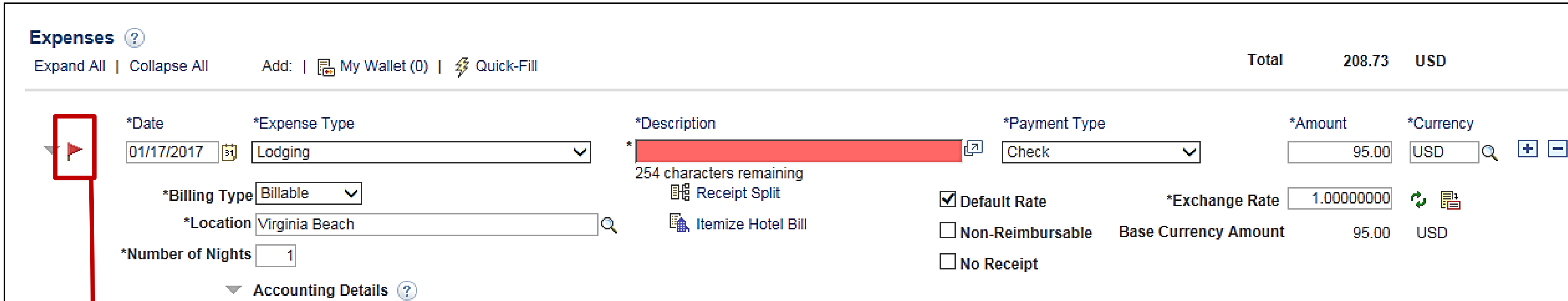
To identify and correct the error(s), click on the red flag(s). A pop-up window, **Expense Report Line Errors**, displays indicating the reason for the error.

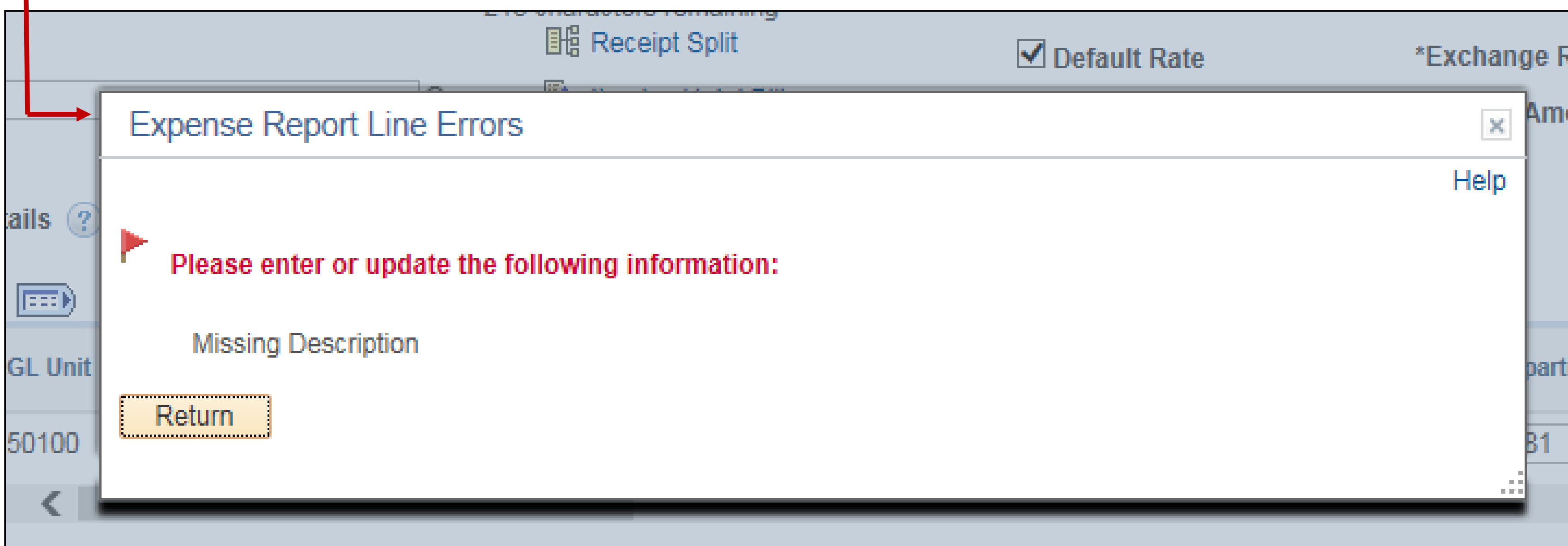
In this example the **Description** field is required and was left blank.

Once the error(s) is corrected, you can save or submit the Expense Report as appropriate.



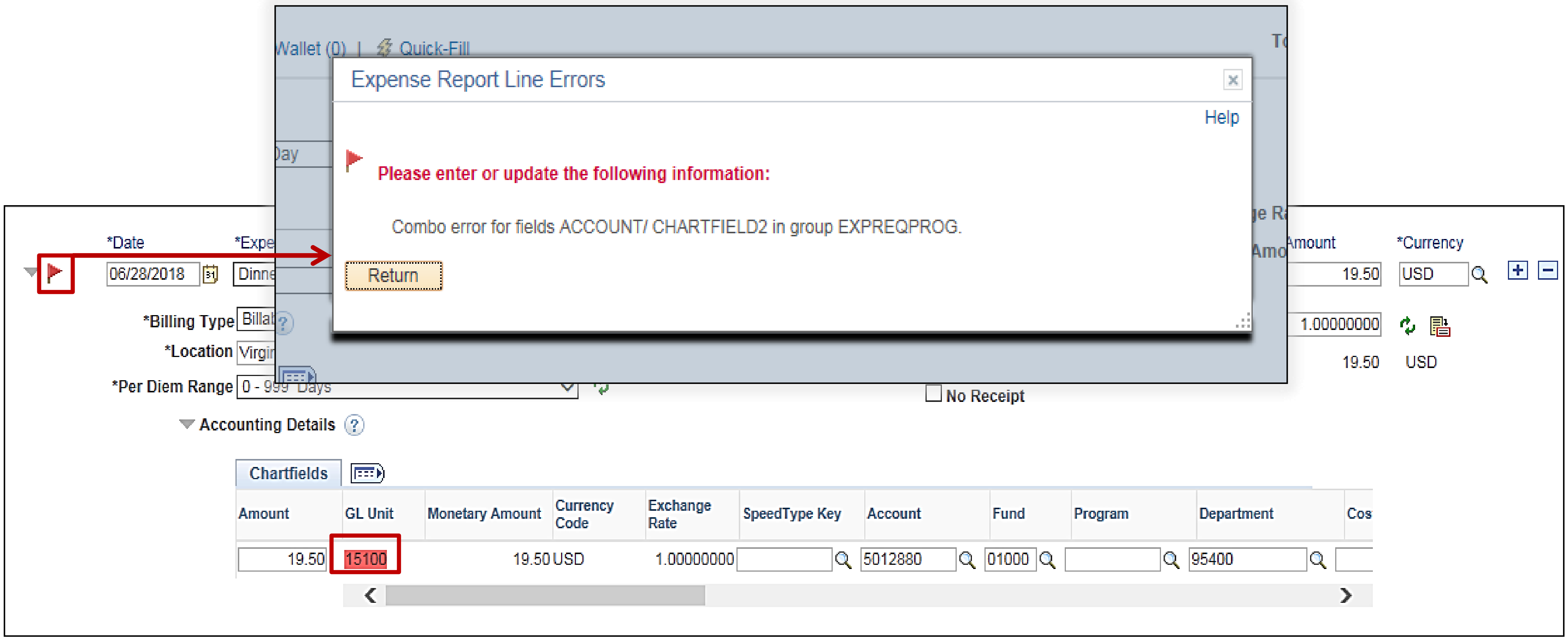
Checking the Expense Report for Errors (continued)





Accounting Detail Errors

If there are errors with the Chartfield values, Cardinal will highlight the **GL Unit** and not a specific field in the distribution. When you click the Flag, the **Expense Report Line Errors** message displays. Be sure to update the Chartfield distribution and verify the error has been cleared.



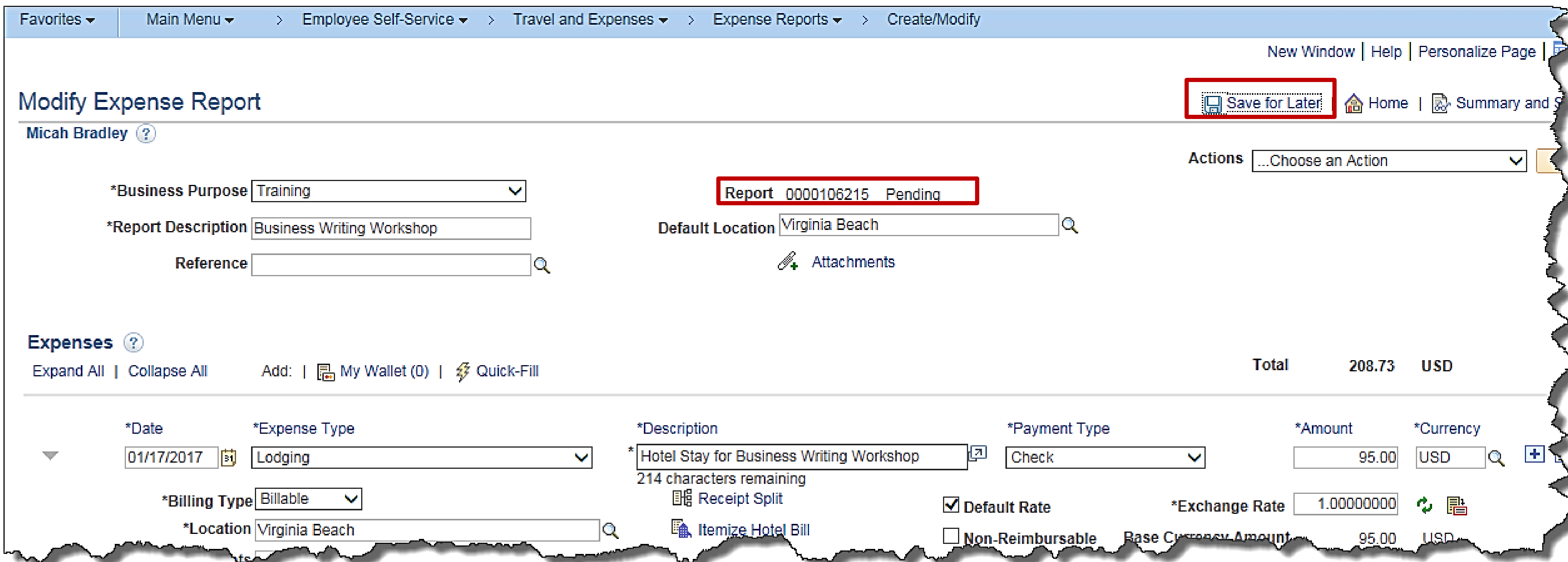
Saving an Expense Report

After completing an Expense Report, applying any Cash Advance(s), and correcting any errors, the report can be saved or submit for approval.

To save an Expense Report, click the **Save for Later** link at the top of the page:

- Cardinal assigns a **Report ID**.
- The **Create Expense Report** page changes to **Modify Expense Report**.

The Expense Report is saved and changes can be made to it.

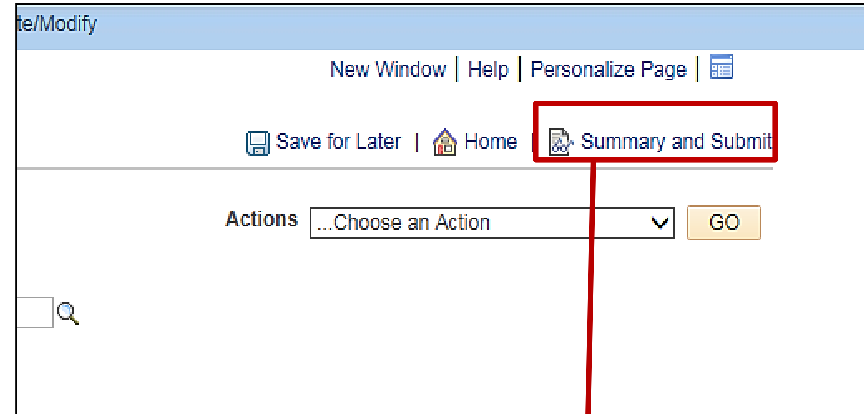


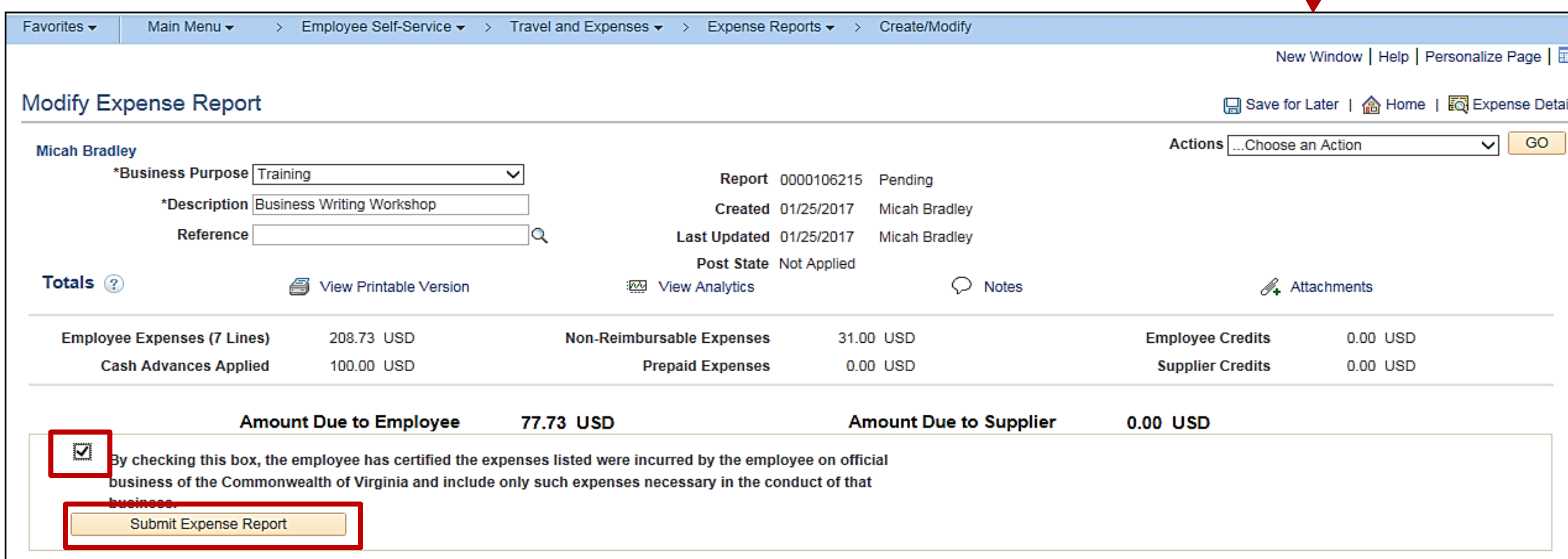
Submitting an Expense Report

The expense report must be submitted in order for it to be approved and paid.

To submit the Expense Report:

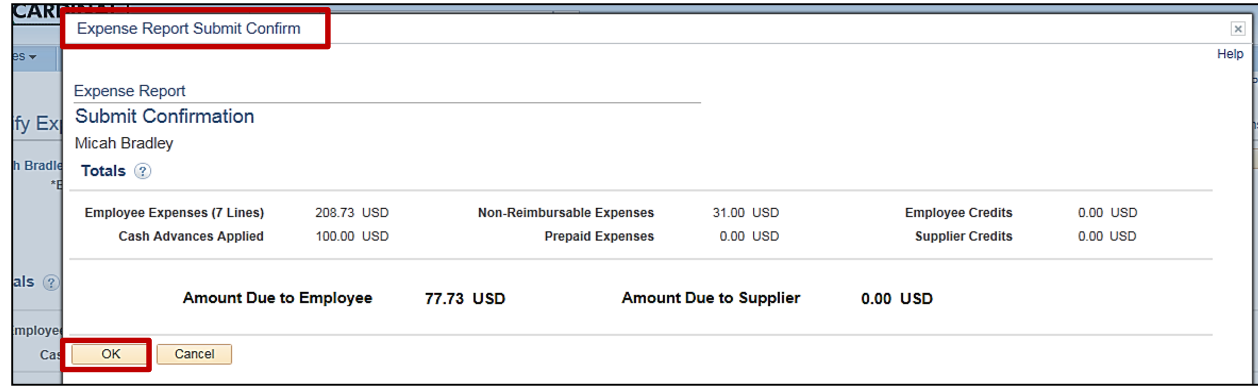
- Click the **Summary and Submit** link on the **Create Expense Report** page. A new page displays with the Totals for the Expense Report.
- Click the certification statement check box.
- Click the **Submit Expense Report** button.

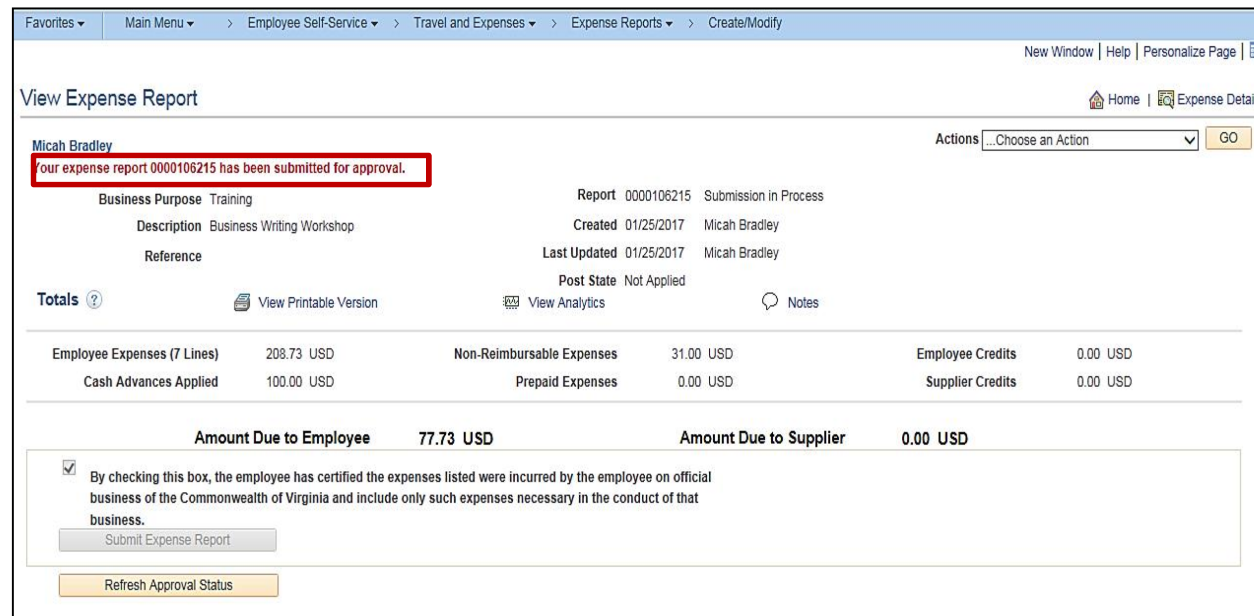




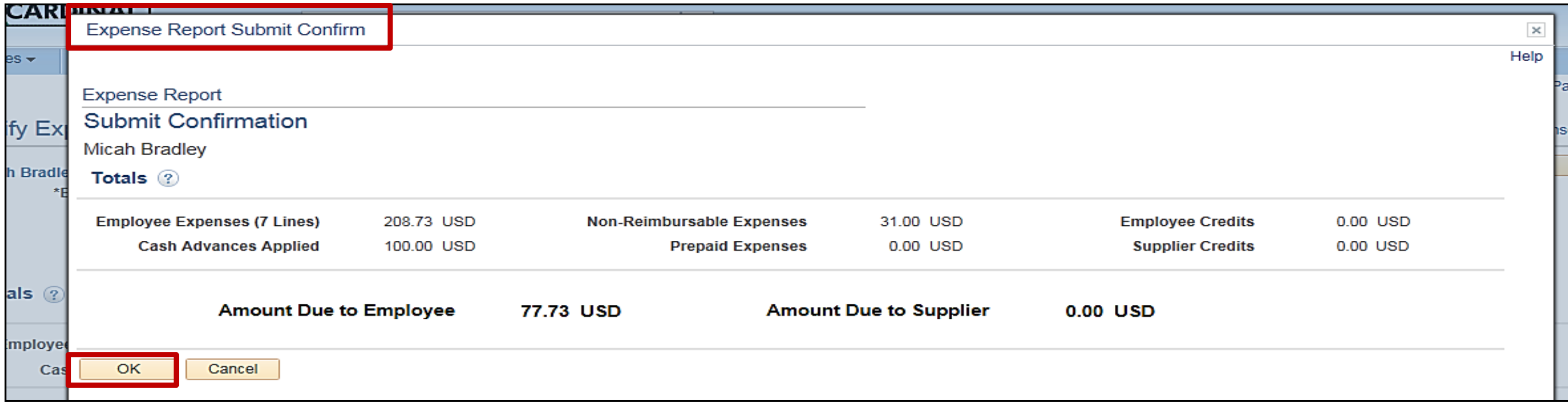
Submitting an Expense Report (continued)

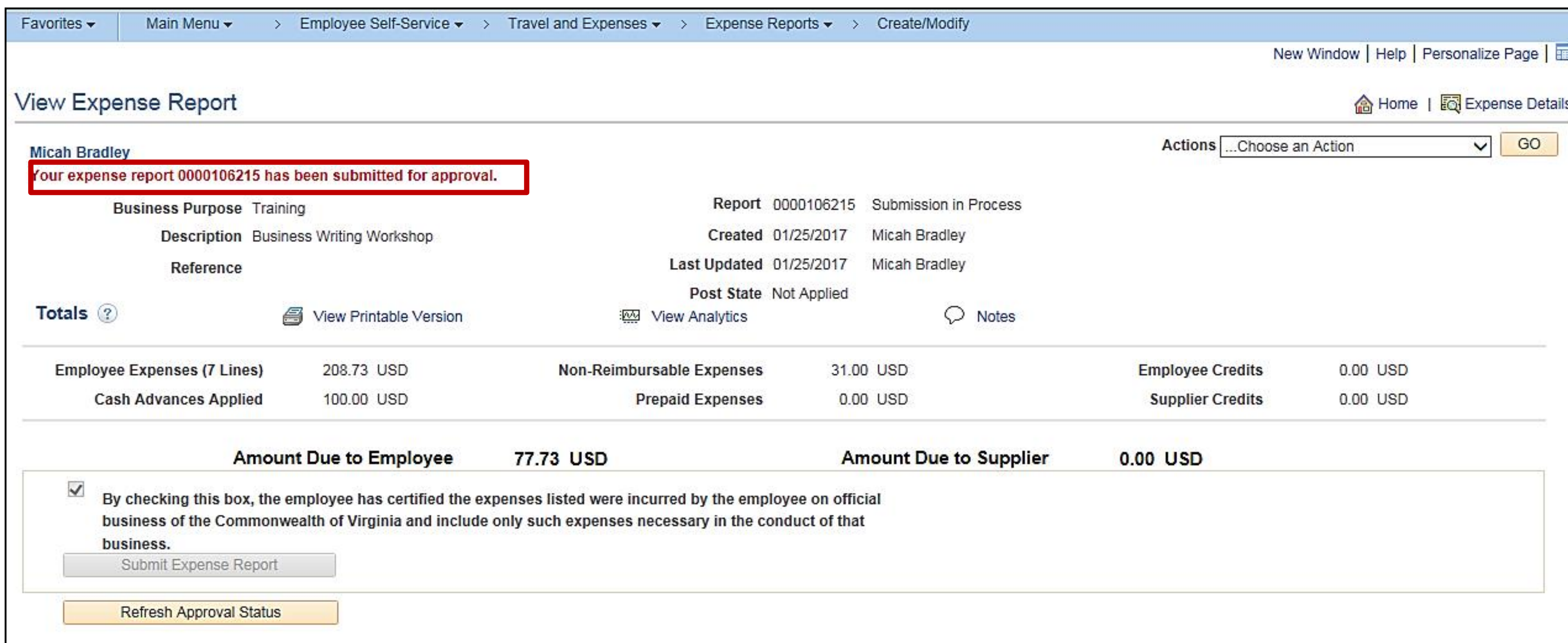
- The **Expense Report Submit Confirm** pop-up window displays.
- Click the **OK** button.
- The **Create Expense Report** page changes to the **View Expense Report** page.
- A message displays in red at the top of the page indicating the expenses report has been submitted for approval.





Submitting an Expense Report (continued)





Submitting an Expense Report (continued)

- Clicking the **OK** button on the **Submit Confirmation** pop-up window, the Expense Report is edit checked. If errors are detected, additional administrative action may be required.

- Budget checking is also a part of expense report processing. Expense reports are checked against the budget(s) established for the related accounting entries. If an expense report exceeds the budget, additional administrative action may be required. Budget checking is done by Cardinal approximately every 2 hours during the day and once overnight. The approver can view the budget check results when reviewing the report for approval.

- Approvers do not have to wait for the budget check process to run. In Cardinal, once an expense report is submitted, the approver can access it, manually run budget check, and then approve it. For more detailed information about expense approval process, see the course entitled **501 AP318: Accounts Payable Approvals** located on the Cardinal website in **Course Materials** under **Training**.

- After passing edits, the Expense Report routes through workflow to the approver's worklist. If more than one approval is required, Cardinal automatically routes the Expense Report to the designated approvers.

- The approver(s) may approve, deny, or send back the Expense Report. If the request is not approved, the approver is required to indicate the reason(s) in the message comments.

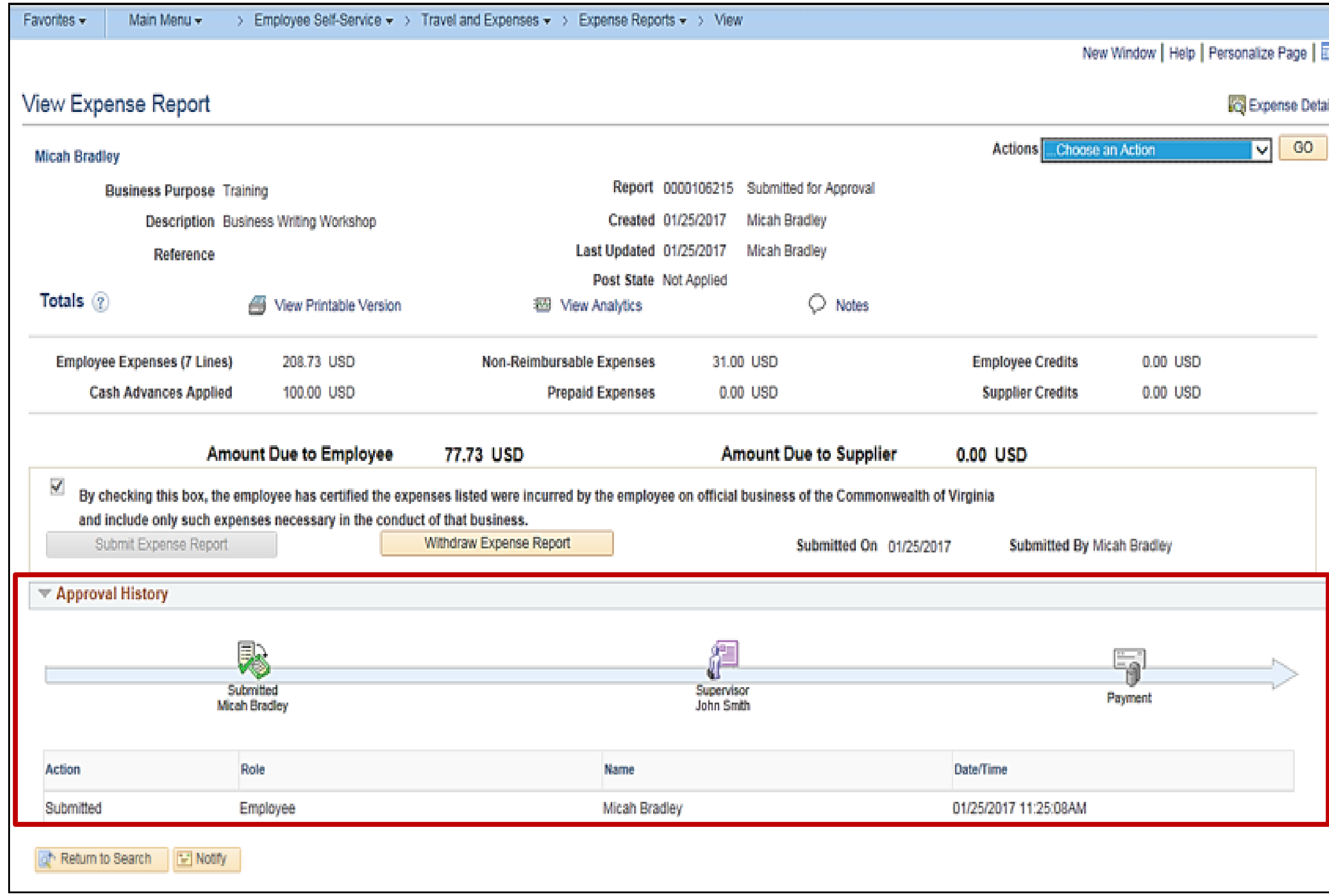
- Approved Expense Reports are submitted for payment in the nightly batch.

Viewing an Expense Report Status

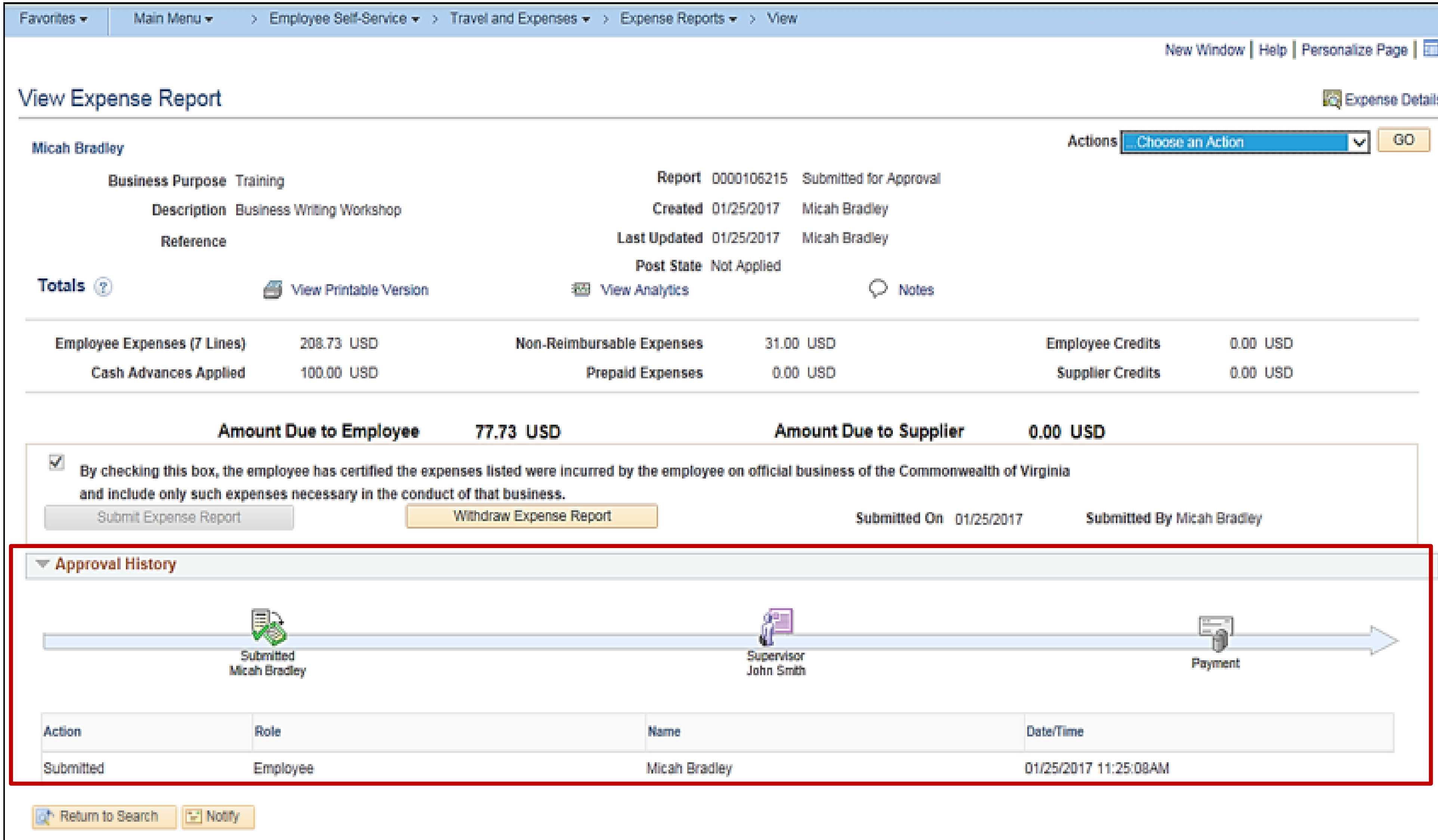
View the status of the Expense Report any time after saved or submitted using **View** from the menu. Access the **View Expense Report** page using the following path:

Main Menu > Employee Self Service >Travel and Expense Center > Expense Reports > View

The current status displays next to the **Report ID** and in the **Approval History** section of the page. Click to expand this area of the page if it is not expanded and view the current status of the expense report. A green checkmark on the step indicates it has been completed.



Viewing an Expense Report Status (continued)



Updating/Canceling and Deleting an Expense Report

If necessary, an existing Expense Report can be updated by the proxy if it has been:

- Saved but not submitted for approval
- Withdrawn from approval after submission, but before the approver has taken action
- Sent back by the approver

Delete an Expense Report if it has:

- Been Saved, but not submitted for approval
- Been sent back by the approver
- Not had a cash advance applied to it
- Been denied by the approver

Deleted expense reports cannot be viewed.

For more detailed information about updating and deleting an expense report, see the job aid entitled **SW AP315: Updating and Deleting Expense Transactions** located on the Cardinal website in **Job Aids** under **Training**.

Payment Cash Checking

The Payment Cash Checking process checks all payments including vouchers, cash advances, and expenses against available cash before releasing them for payment each night. The payment cash checking process helps ensure all payments have available cash in the respective business unit (agency)/fund combinations. During the batch process, based on system priority, payments are deducted from the applicable ledger cash account balances in order of system priority. A running total is maintained until all payments are cleared or marked for insufficient funds.

The Payment Cash Checking process deselects vouchers and employee expenses from that night's pay cycle when they are marked for insufficient funds. Review those deselected vouchers and expenses using online inquiries or queries. Deselected vouchers/employee expenses/cash advances are reset and made available for processing again before the next night's pay cycle selection run. They are not paid until they successfully pass the payment cash checking process.

For more detailed information about payment cash checking, see the following job aids located on the Cardinal website in **Job Aids** under **Training**:

- SW AP312: Payment Cash Checking – Overview
- SW AP312: Payment Cash Checking – Reports
- SW AP312: Payment Cash Checking – Fund Level Processing Rules Updates
- SW AP312: Payment Cash Checking – Updating Transaction Level Overrides

Simulation: Creating an Expense Report

You will now view a simulation that demonstrates how to create and process a Travel Authorization.

Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. If you start an Expense Report by copying it from a Travel Authorization, the accounting entries are copied as well.

   True or False

2. The accounting distribution on the Expense Report defaults based on the employee profile and the expense type.

   True or False

3. When can an Expense Report be modified?

   a) Before it is submitted
   b) After it is approved

Lesson 4: Checkpoint (continued)

4. This process ensures all payments are checked against available cash before being released for payment each night.

   a) Budget Checking
   b) Payment Cash Checking
   c) Edit Check

Lesson 4: Summary

4 Expense Reports

In this lesson, you learned:

- Create and submit an Expense Report online
- View Expense Report status

Course Summary

AP315A Online Expense Processing

In this course, you learned:

- Key travel and expense concepts
- Creating, submitting, updating and viewing expense transactions in Cardinal

Course Evaluation

Congratulations! You successfully completed the **SW AP315A: Online Expense Processing** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.

Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Expenses Process Flows
- Flowchart Key

Key Terms

Cash Advance: A request made by an employee for an advance on an anticipated expense.

Employee Profile: Employee data that is set up and used to correctly route employee Travel Authorizations and Expense Reports through workflow for approval, and also to send related payments to the correct mailing address or bank (if employee is set up for electronic payments). An Employee Profile must exist to process any expense transactions.

Expenses: Any costs incurred by employees related to business and reimbursed to employees. These reimbursements can be for travel or non-travel related expenses.

Expense Report: A report of expenses incurred by an employee. The report must include details of each expense. The details from the Travel Authorization (if applicable) can be copied into the Expense Report. If a Cash Advance was provided, the employee applies the amount of the Cash Advance to the Expense Report.

Expense Type: A field on Travel Authorizations and Expense Reports that identifies the category of expense. For example, some travel related expense types include: **Lodging**, **Airline Travel**, **Lunch – Travel Day, Dinner – Travel Day**, etc. There are also expense types for non-travel expenses. For example, the account used for **Lodging** is different than the account used for **Airline Travel**.

Key Terms (continued)

Non-Reimbursable Expense: Expense paid by the agency through direct billing or 3rd party that needs to be identified as part of the total cost of travel. This expense will not be reimbursed to the employee and this expense line will not generate accounting entry lines to post to Expenses and the General Ledger.

Payment Cash Checking: A process to ensure all payments, including vouchers, employee expenses, and cash advances, are checked against available cash before being released for payment each night.

Proxy: A user authorized to create and view expense transactions for an employee. Each employee must have one or more proxies.

Travel Authorization: A request made for permission to travel. Travel Authorizations entered online in Cardinal must be approved prior to travel.

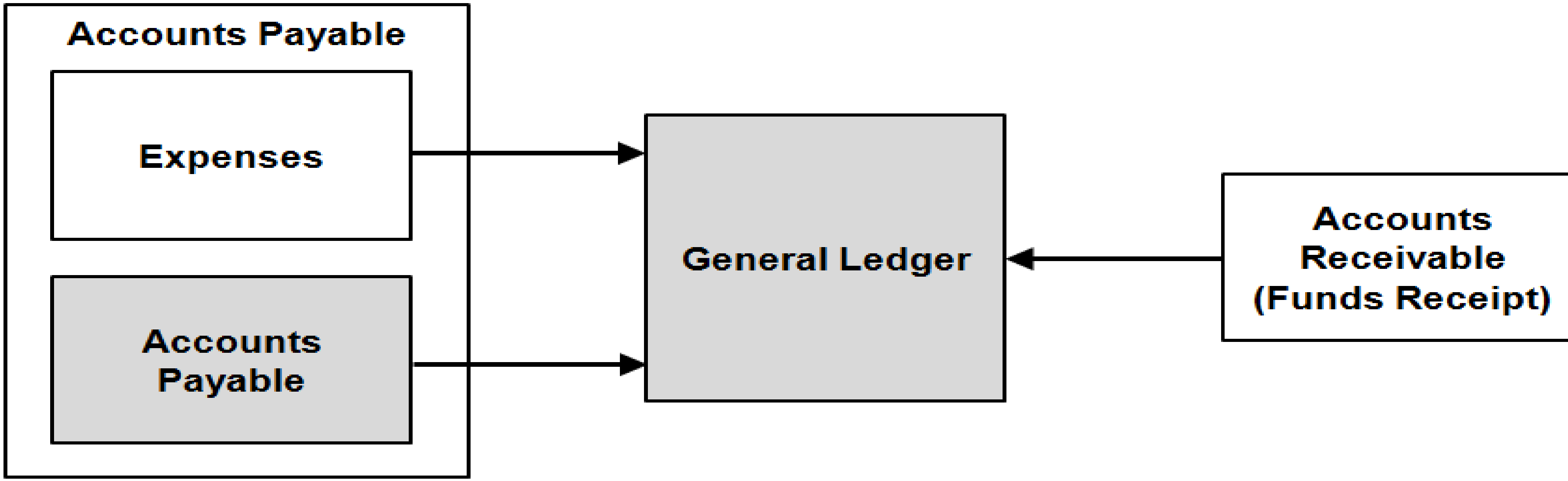
Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

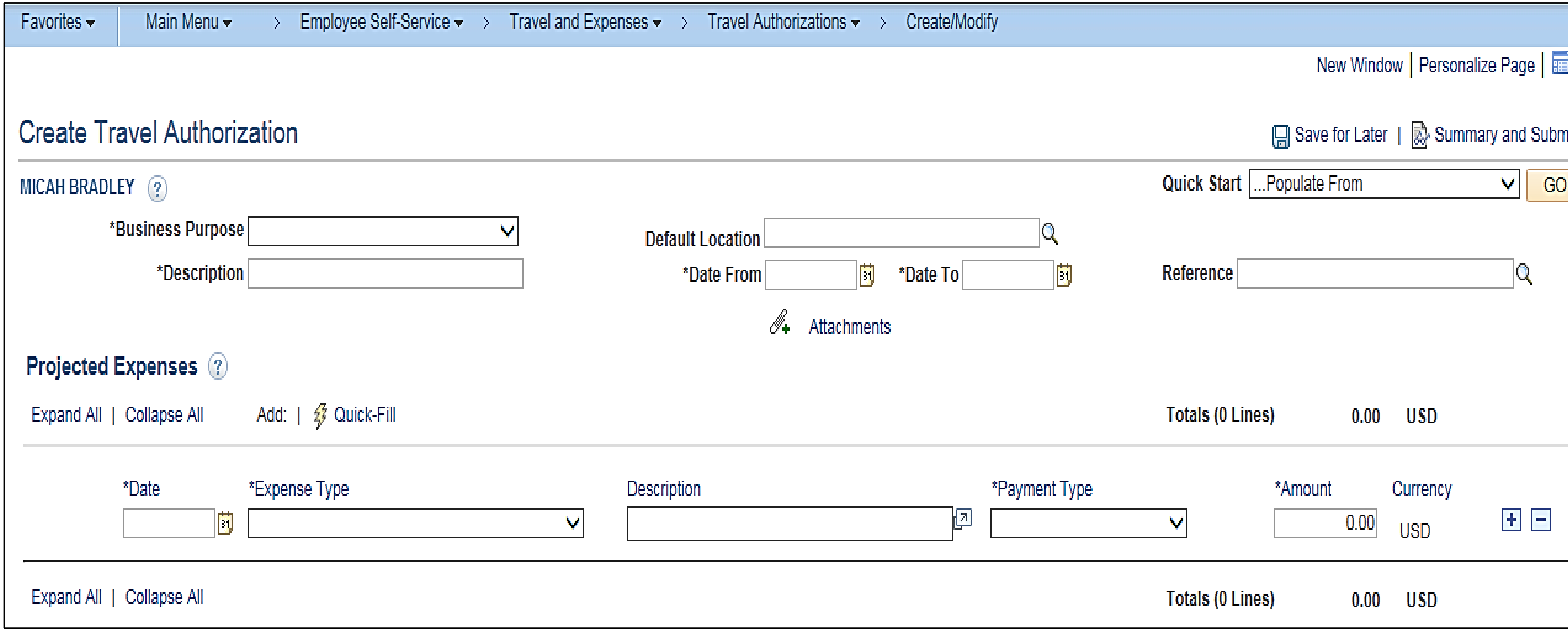
Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

Integration with Accounts Receivable

If money is owed for an outstanding Cash Advance after submitting an Expense Report, Accounts Receivable processes repayment once it is received.



Travel Authorization Entry Screen



Travel Authorization Entry Screen Descriptions

Quick Start: Allows copying from an existing expense template or an existing travel authorization. This changes to an Action drop-down menu once an Expense Type has been selected.

Business Purpose: Choose from the drop-down menu which includes: **Conference**, **Education**, **Extraditions**, **Field Work**, **Investigations**, **Field Work**, **Meeting**, **Other**, **Overtime Meal Reimbursement**, **Presentation**, **Recruitment**, or **Training**.

Description: Allows more information to be entered regarding the requested travel.

Default Location: Allows selection of the location of the travel. It defaults this location onto each projected expense line that is added. If all travel is to one location, this field can save entry time.

Date From Date To: Enter the estimated begin and end date of the travel.

The **Reference** field is a 10 character field that is optional to use to enter additional reference information.

Attachments: Click this link to display a page where to add attachments to the authorization. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.

Travel Authorization Entry Screen Descriptions (continued)

Date: Enter the estimated date of the expense.

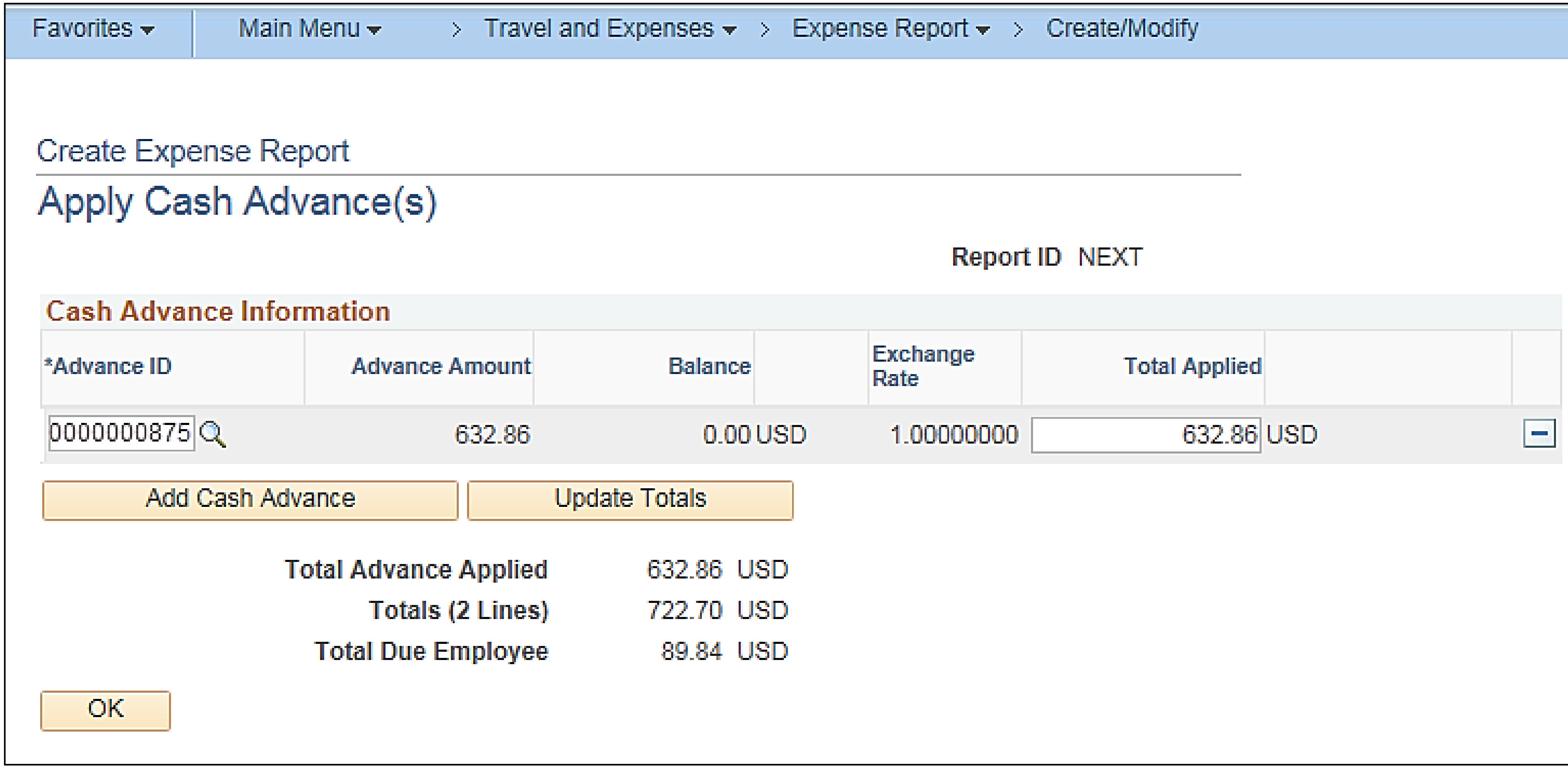
Expense Type: Select the type from the drop-down list, such as **Airline Travel** or **Lodging**. Each type must be on a separate line. More than 1 line for an expense type can be used if needed; for example, if there are two separate airplane tickets and want to show them separately.

Description: Enter a brief description associated with the **Expense Type** entered. This is a required field.

Payment Type: Shows an expense item that is listed on an expense report was paid for by the employee. **Check** is the default value used in Cardinal.

Amount: Enter the estimated amount of the expense. Note in this example that some amounts are display-only. Calculate these amounts on the **Authorization Detail** page.

Apply Cash Advance(s)



Apply Cash Advance(s) Screen Descriptions

Advance ID: Enter or select the ID for the cash advance to be applied.

Advance Amount: After selecting the advance, the total amount of the advance appears in this field.

Balance: The remaining balance on the cash advance after the advance has been applied to an expense report.

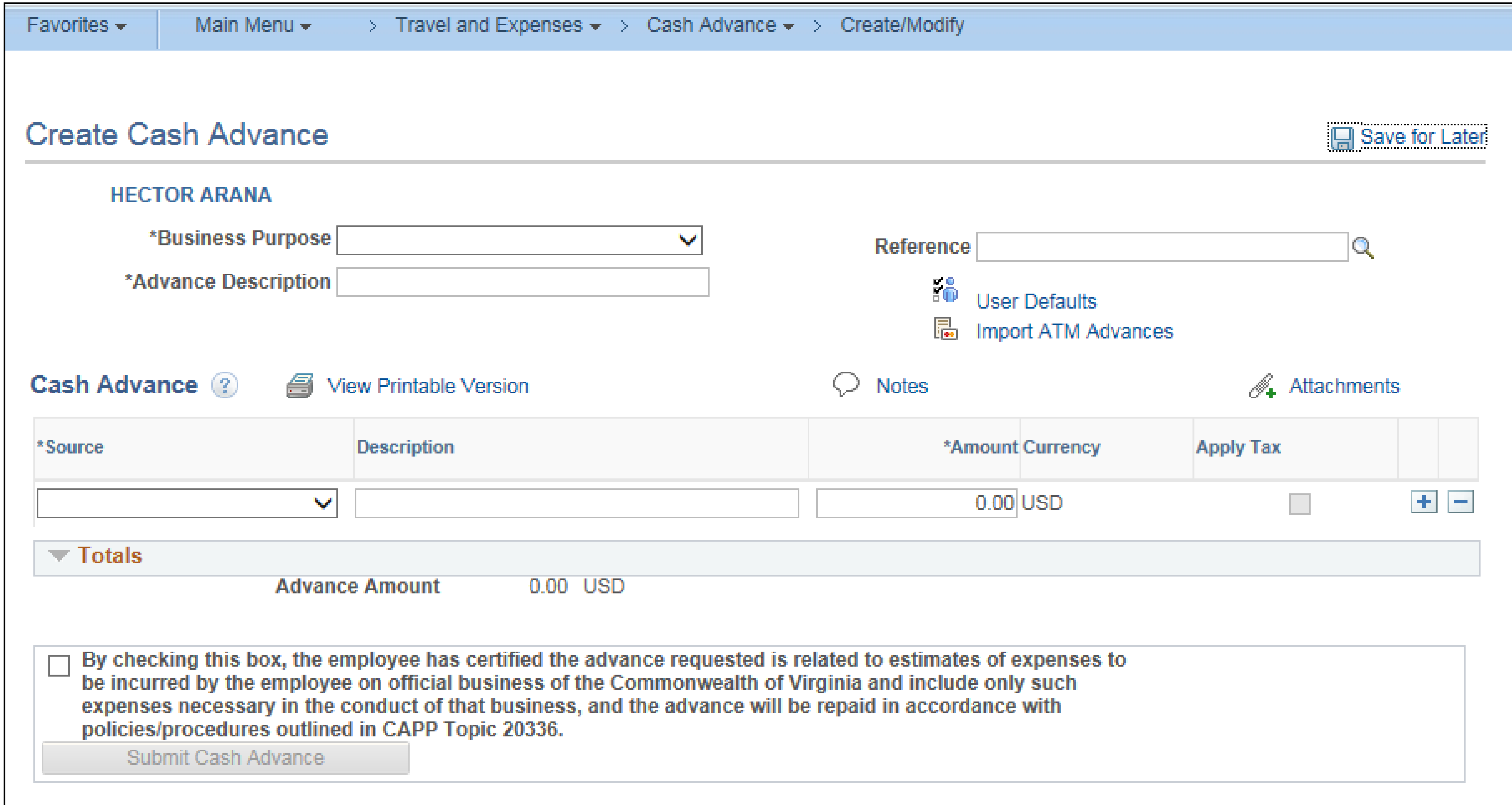
Total Applied: This field defaults to the amount of the cash advance. If a portion of the total advance amount should be applied to the expense report, enter the appropriate amount in this field. For example, if the total expenses on the expense report are less than the cash advance amount, you need to adjust the **Total Applied** field to match the total expenses.

Delete row icon (-): If you need to remove the advance from the expense report, click the **Delete row** icon.

Add Cash Advance: Click this button to add another cash advance to the expense report.

Update Totals: Click this button to update the totals below. This indicates the amount owed, if any. Note that if one returns to the expense report and makes any changes to the items, this value is no longer correct, and an update to the **Apply Cash Advance(s)** page may be needed.

Create Cash Advance Page



Create Cash Advance Page Descriptions

Business Purpose: Enter a description for the advance and select the appropriate Business Purpose. If linking to this page from a travel authorization, this field defaults from the travel authorization entries.

Advance Description: Enter a description for the advance. This is a freeform field. If linking to this page from a travel authorization, this field defaults from the travel authorization entries.

Reference: Enter any additional information about the advance, or specific reference numbers that might be required. For example, one might want to enter the Authorization ID of the associated travel authorization, to ensure the advance is applied correctly on the subsequent expense report.

Source: Defaults to **System Check** and cannot be changed.

Description: Enter an additional **Description** if needed.

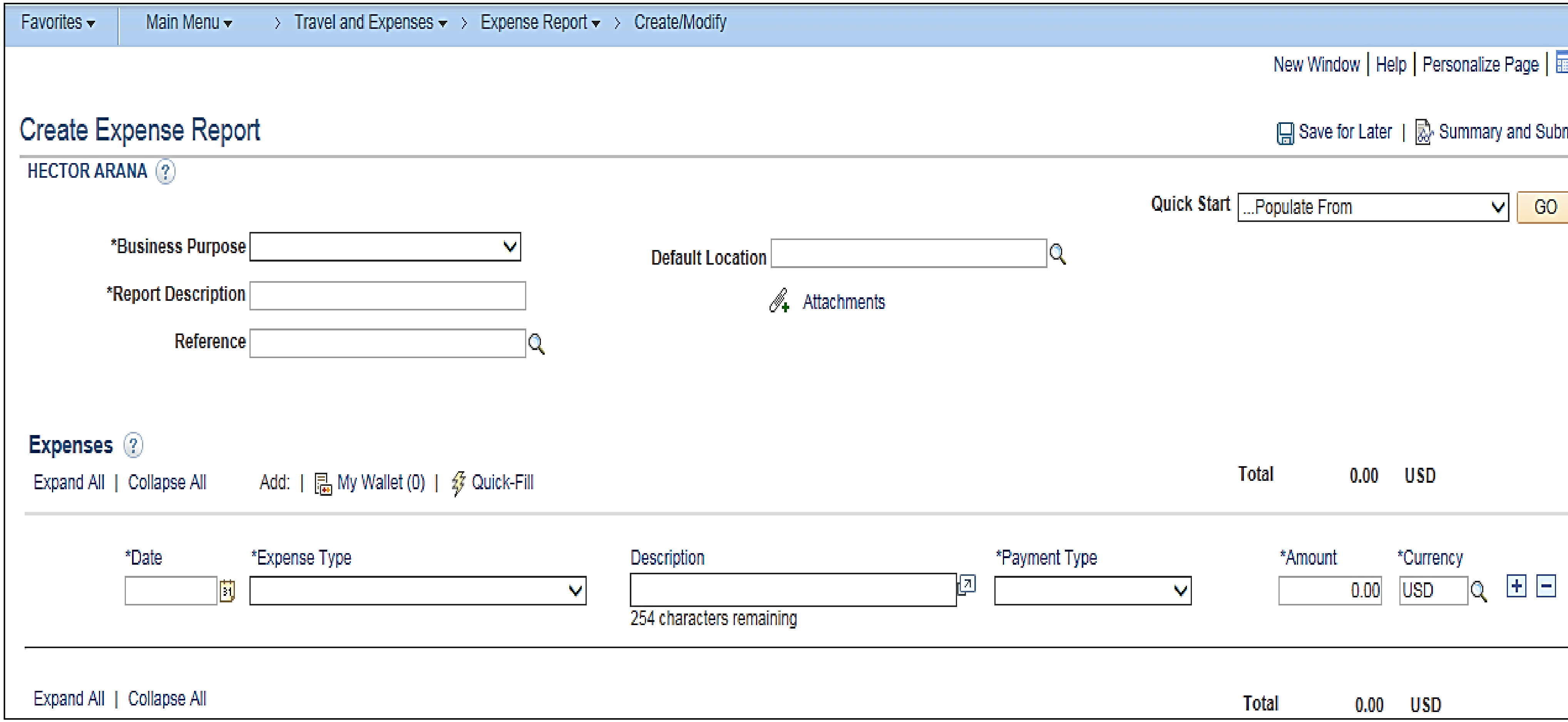
Amount: Enter the requested **Amount**.

Save for Later: Click **Save for Later** to hold off submitting the request at this time.

Notes: Click this link to add any notes related to the cash advance that the approver should review.

Attachments Link: Click this link to display a page to add attachments to the cash advance request. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.

Create Expense Report Page



Expense Report Entry Screen Descriptions

Business Purpose: Select the appropriate purpose from the drop-down menu.

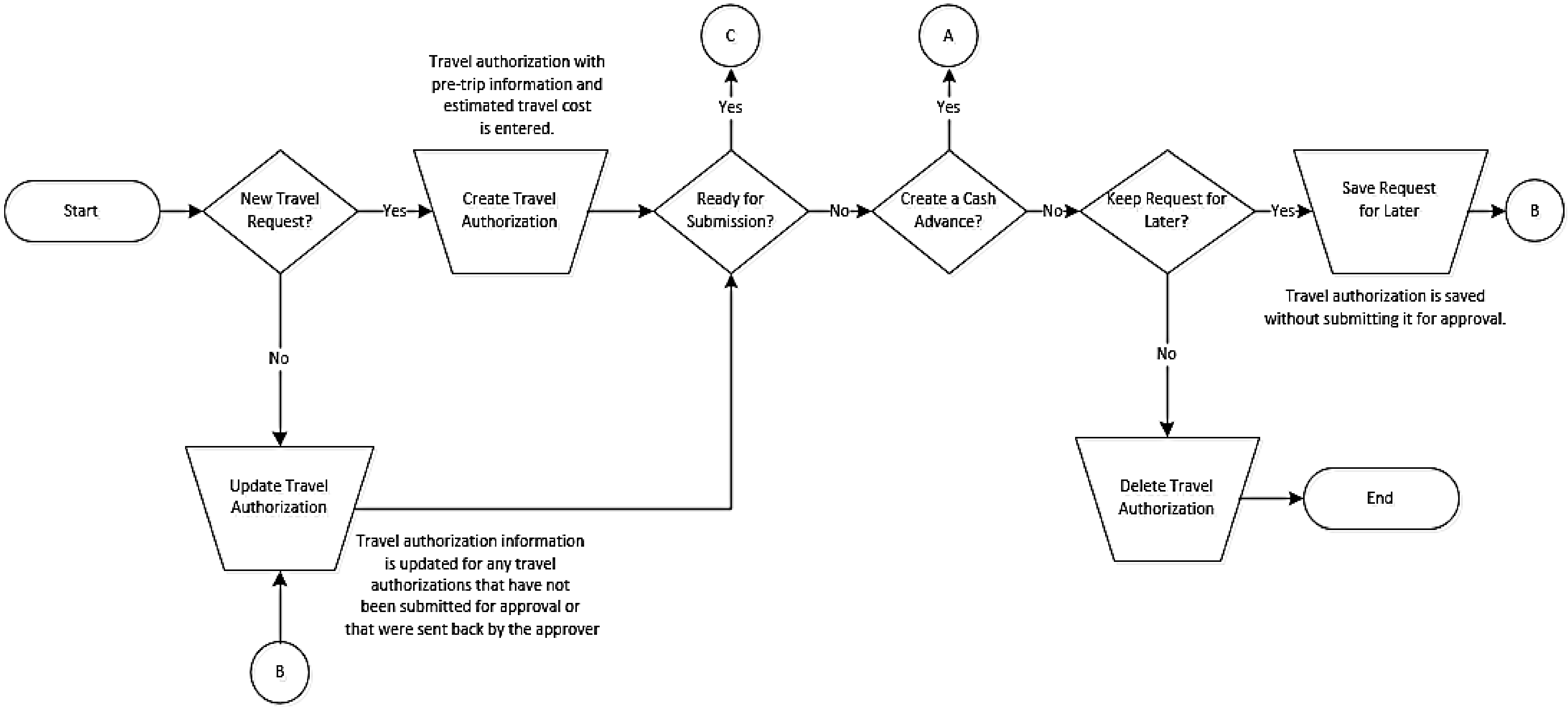
Report Description: Free form field used to enter a description associated with the Business Purpose selected.

Default Location: Select or enter the location where the expense(s) was incurred. This is the location which populates all expenses lines on the report that require a location and can be changed as appropriate.

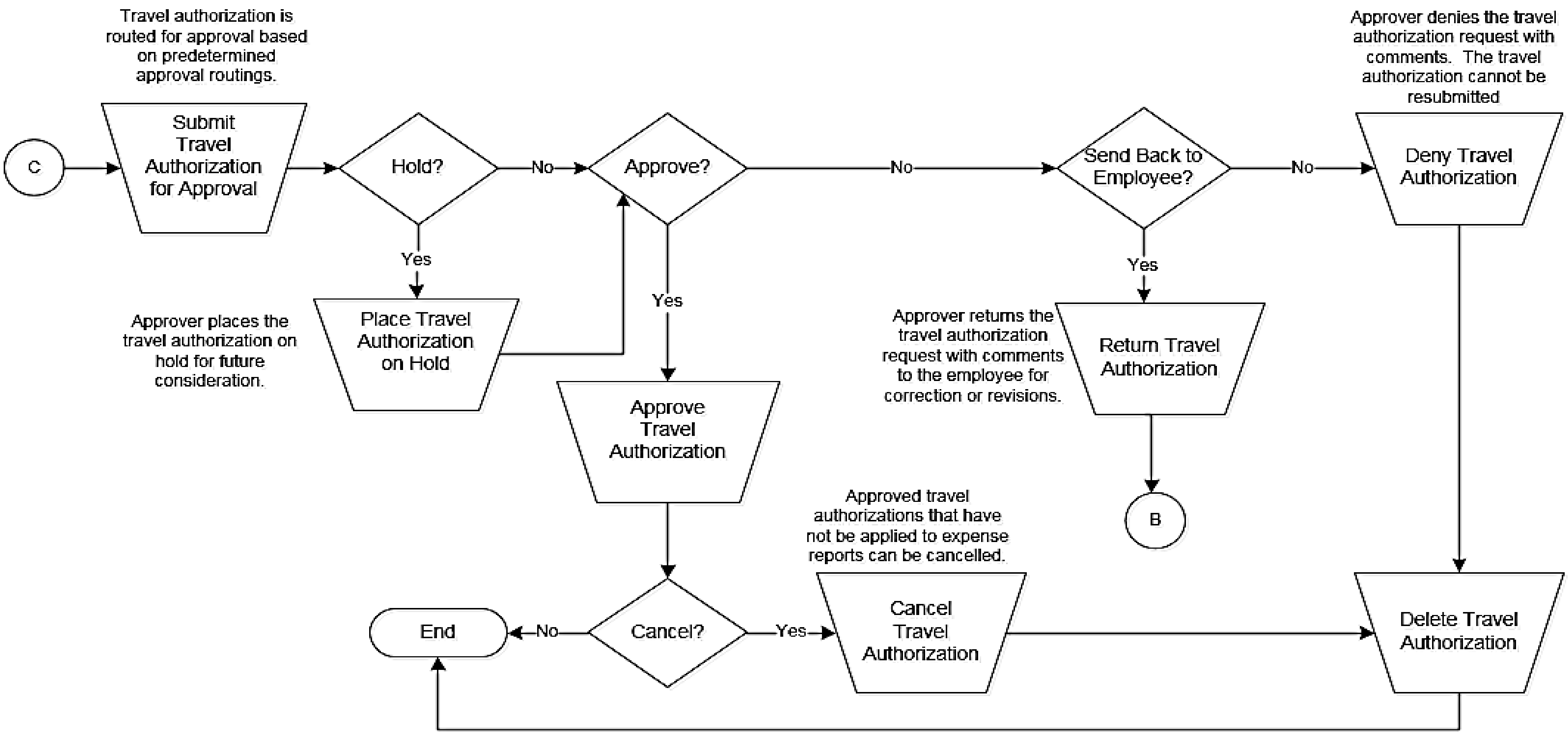
Expense Lines: Use this section to enter the expense details. When the **Expense Type** is selected, the line populates with the required fields for that expense.

Attachments: Click this link to display a page to add attachments, such as scanned receipts, to the expense report. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the Appendix section of this course.

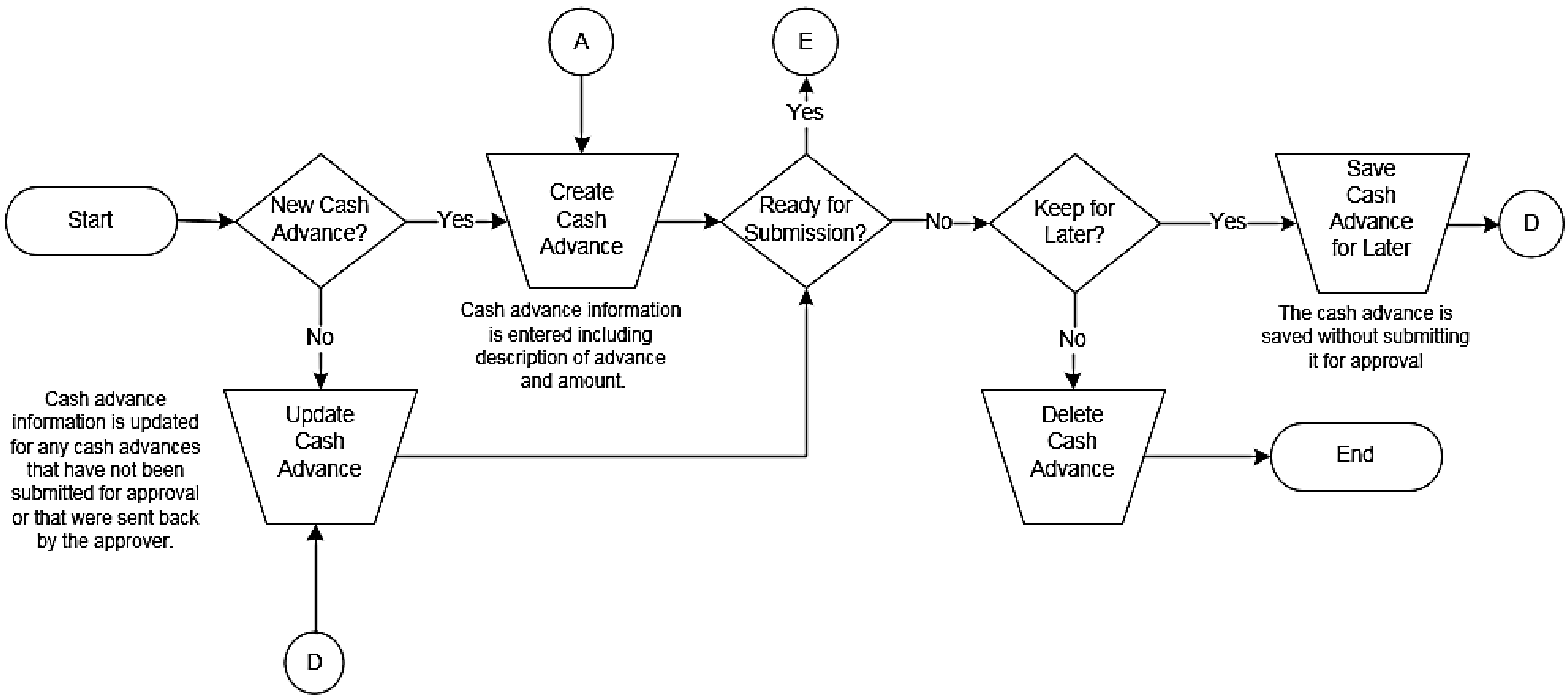
Travel Authorization Process



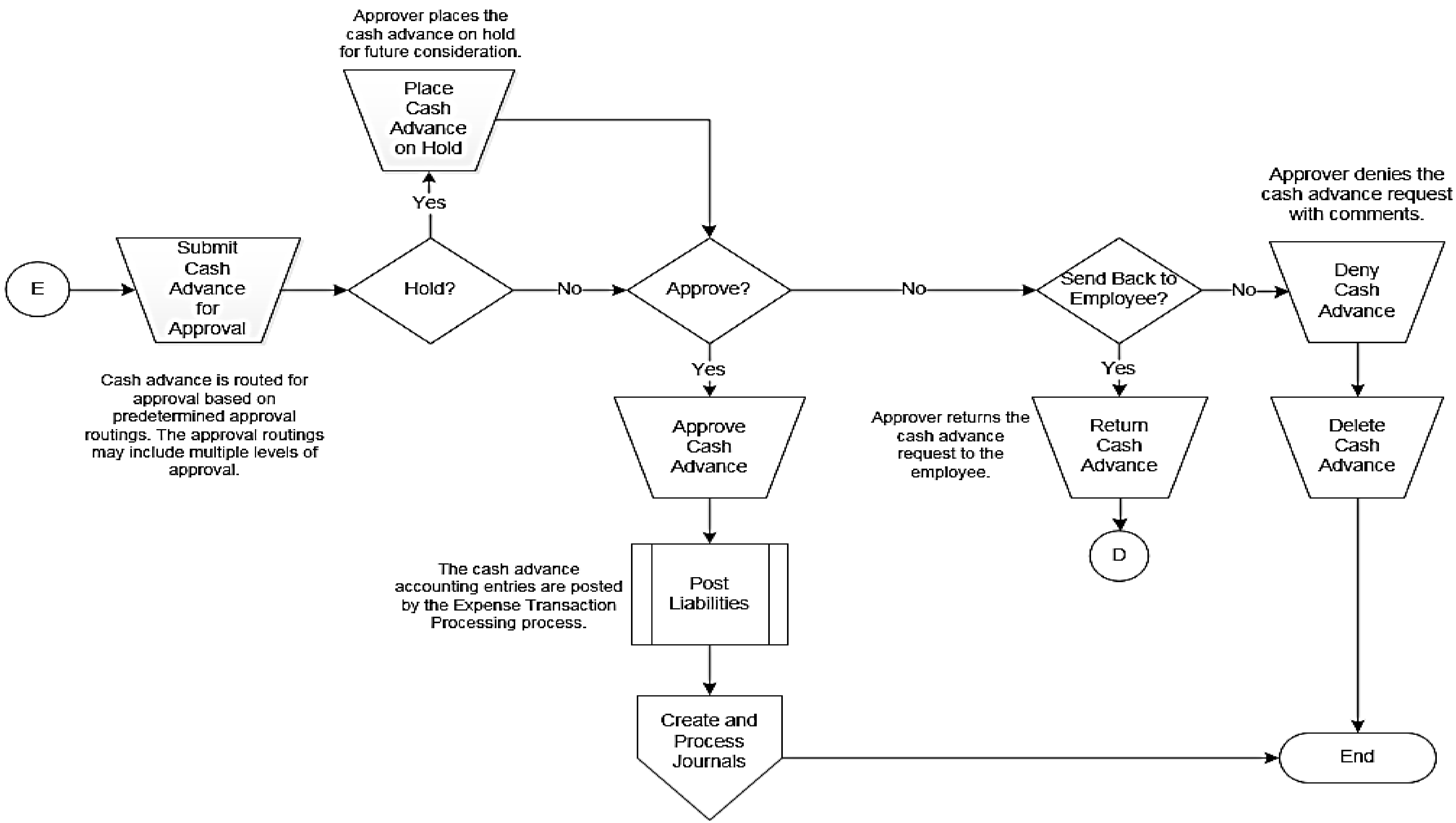
Travel Authorization Process (continued)



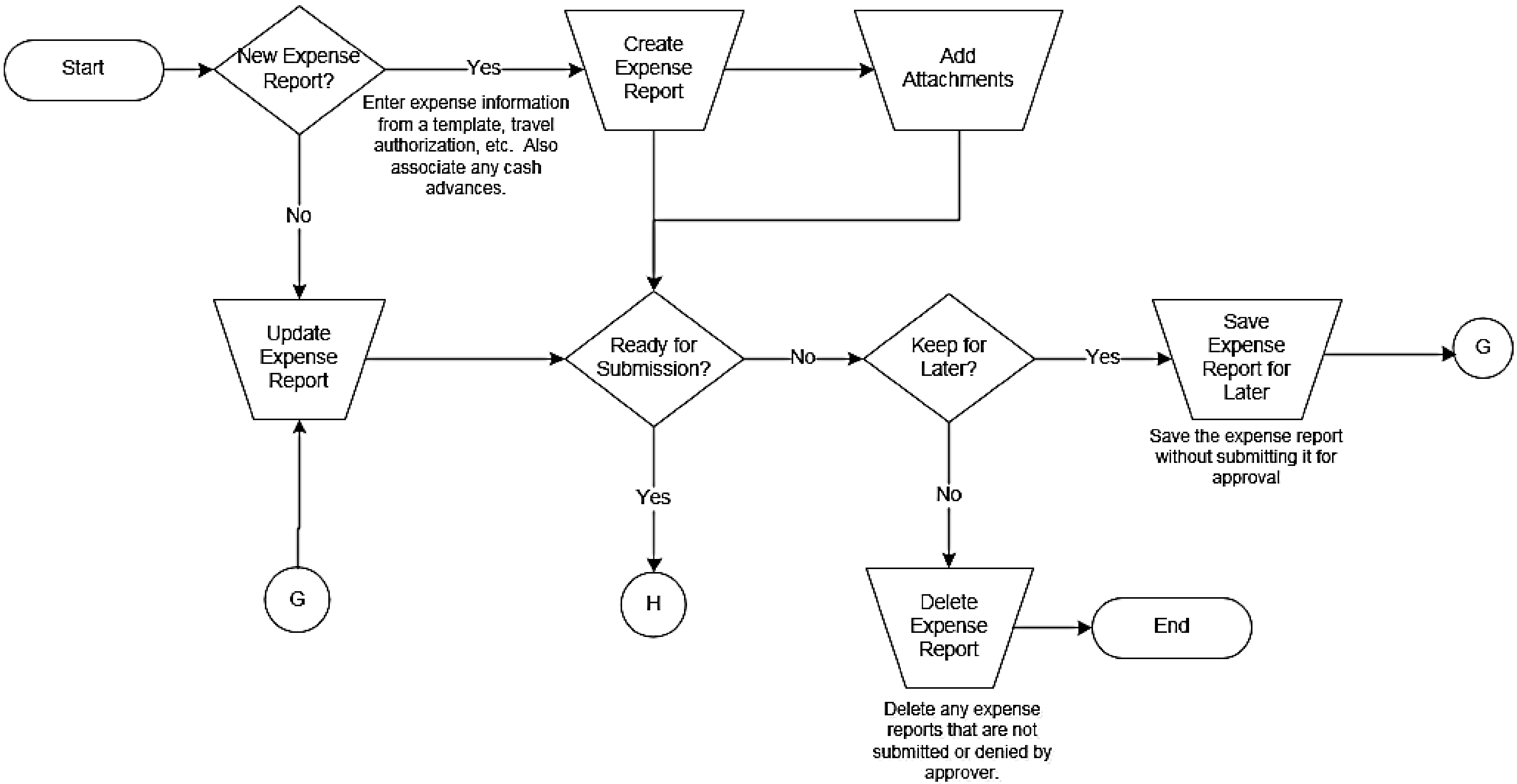
Cash Advance Process



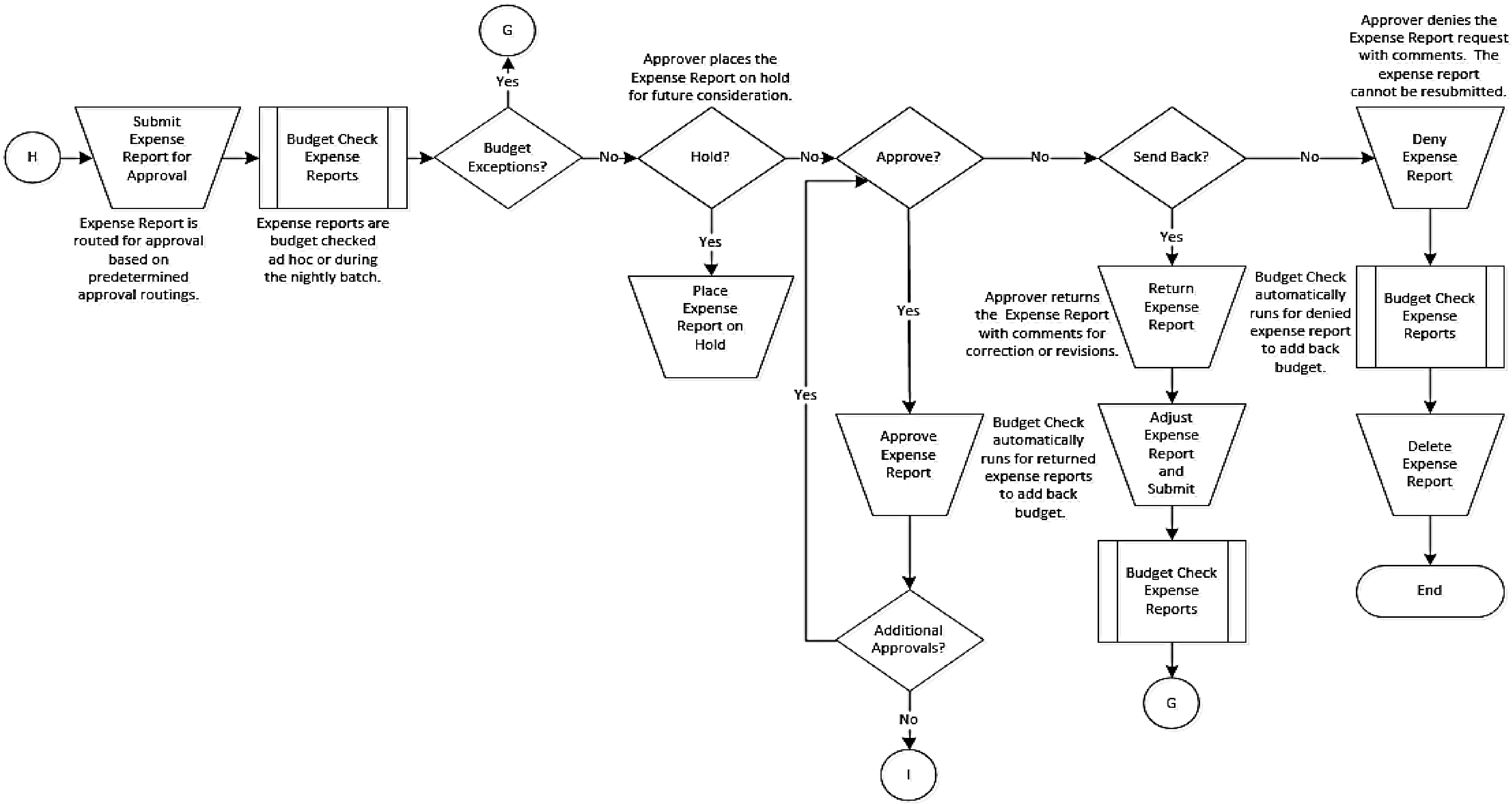
Cash Advance Process (continued)



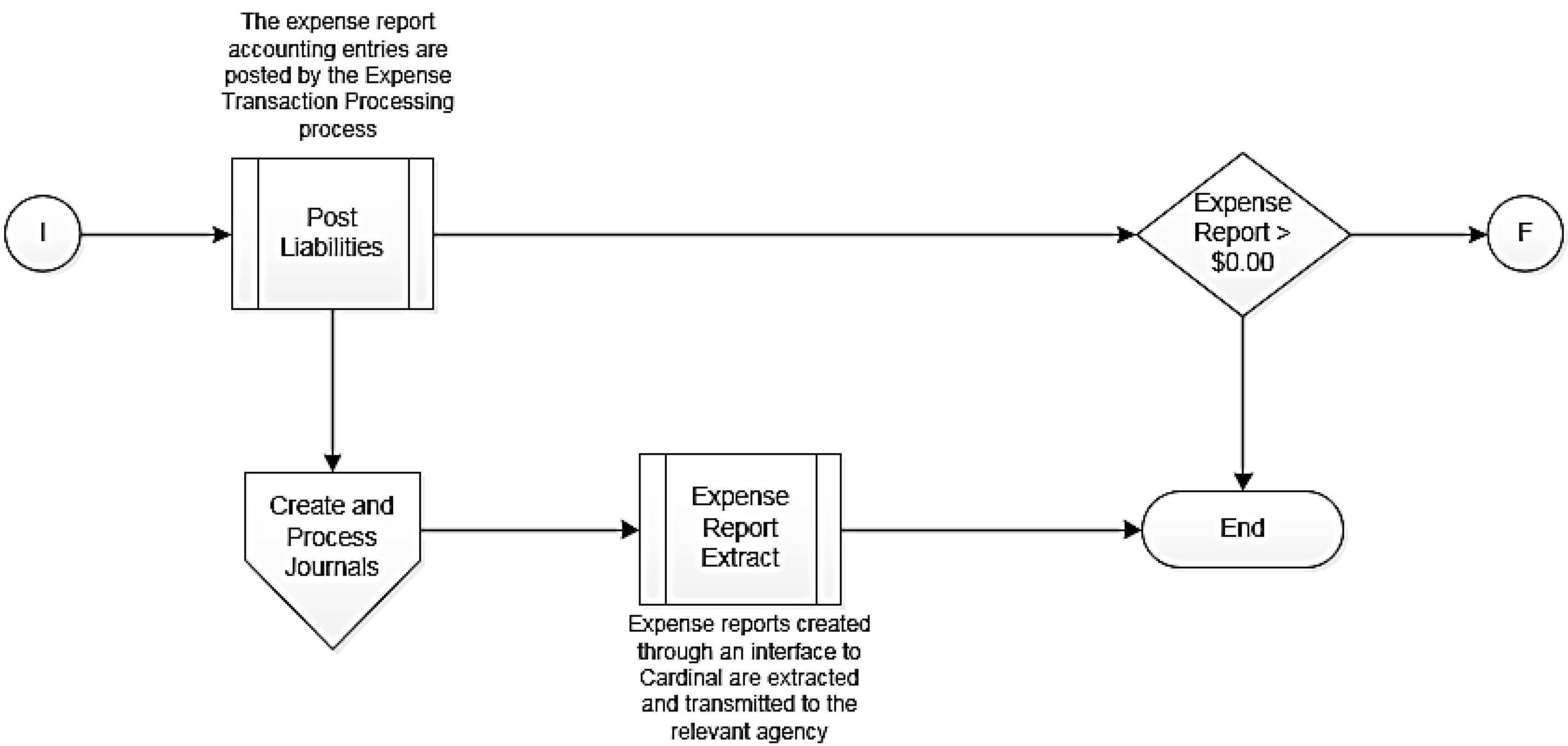
Expense Report Process



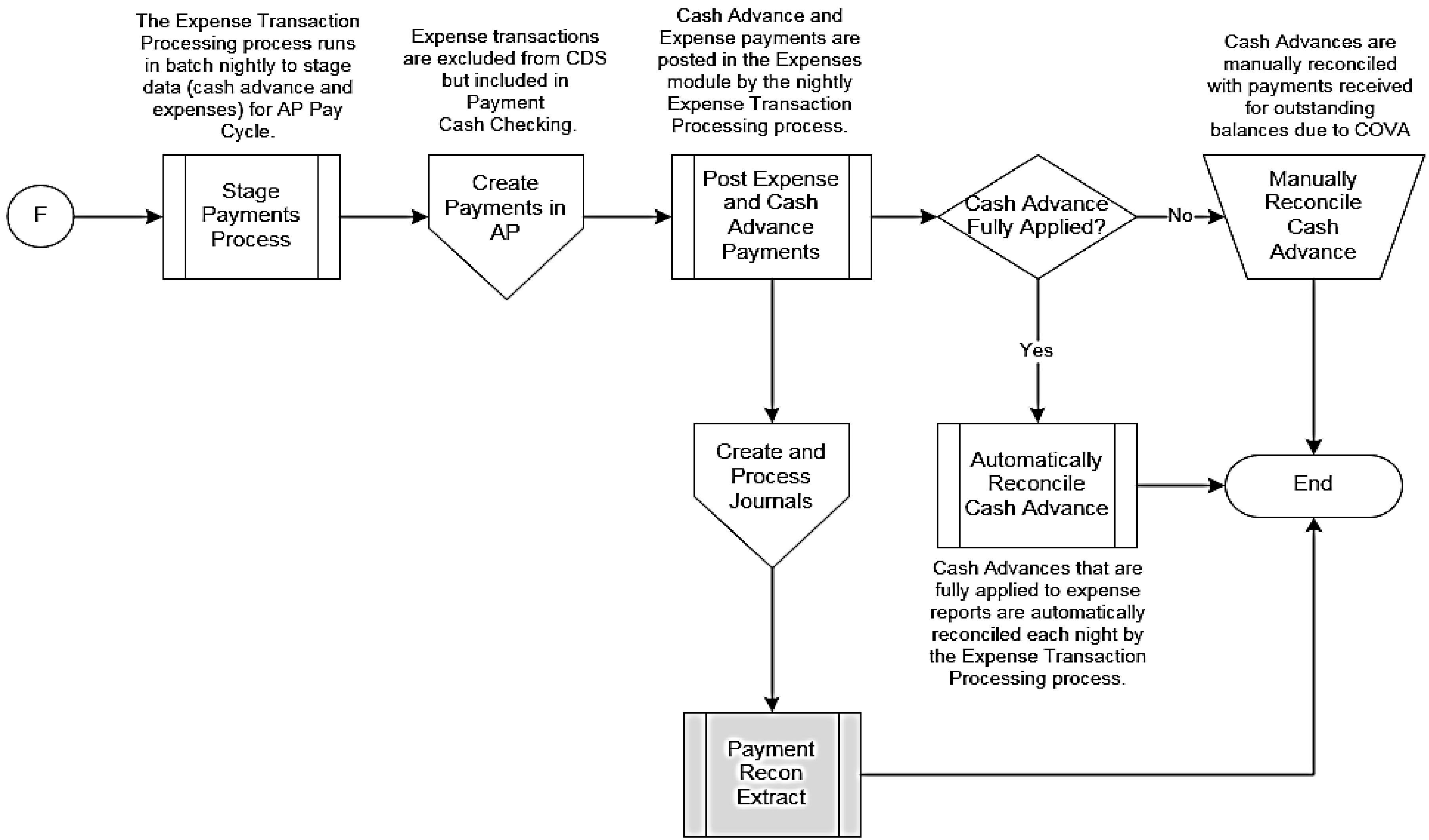
Expense Report Process (Continued)



Expense Report Process (continued)



Payment Process



Flowchart Key

Symbol	Description	Symbol	Description
Step Description	Depicts a process step or interface.	Start	Indicates point at which the process begins. Does not represent any activity.
Batch Process	Specifies a batch process.	End	Indicates point at which the process ends. Does not represent any activity.
Manual Operation	Depicts a process step that is preformed manually.	Document	Depicts a document of any kind, either electronic or hard copy.
Decision Outcome	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.	X	Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
Entity Name	Represents an entity (person, organization, etc.).	Step/ Process	Connects steps between business processes.